



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday February 1, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. AREA AGENCIES REPORTS / PRESENTATION

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

D. COMMITTEE/LIAISON REPORTS

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

***These meetings are held Quarterly*

E. CONSENT CALENDAR

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

1. Minutes of previous Special Workshop dated January 14, 2012
2. Minutes of previous Special meeting dated January 17, 2012
3. Minutes of previous Regular meeting dated January 18, 2012
4. District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action on Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit Override Expiration
2. Adopt Resolution No. 2012-05 approving a Procedure for the Disposal of Surplus Personal Property

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

H. MANAGER'S REPORT

1. Water Leaks History
2. Parks and Landscape Year End Report

I. GENERAL MANAGER'S REPORT

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting Minutes for October 13, 2011
2. R – Letter from Supervisor Piepho regarding the P-6 Citizen Advisory Committee for Discovery Bay dated January 10, 2012

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Thomas Peele – 2011 Employee and Officials Payroll – Request date January 4, 2012
2. Request from William Richardson – Director Dawson's 1.18.12 Comments – Request date January 23, 2012

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next Special meeting on February 8, 2012 at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Saturday January 14, 2012

WORKSHOP MEETING at 9:00 a.m. until 12:30 p.m.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

WORKSHOP MEETING at 9:00 a.m.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call to Order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by Vice-President Graves

Roll Call – All Present

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

None

C. WORKSHOP ITEM (9:15 am)

1) Review Schedule of Regular Board of Directors Meetings for 2012 (10 minutes)

General Manager Howard – Provided the details of Item C-1

There was discussion between the General Manager and the Board

2) Discussion of Communications Committee Report to the Board of Directors (20 minutes)

General Manager Howard – Provided the details of Item C-2

There was discussion between the General Manager and the Board

There was one (1) Public Comment Speaker

3) Discussion of Community Center Report to the Board of Directors (60 minutes)

General Manager Howard – Provided the details of Item C-3

There was discussion between the General Manager and the Board

There were two (2) Public Comment Speakers

4) Board Goals and Objectives for the 2012-13 Year and Beyond (75 minutes)

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

General Manager Howard – Provided a presentation with the details of Item C-4

There was discussion between the General Manager and the Board

President Steele – Brought the meeting into a short recess at 10:30 a.m.

President Steele – Brought the meeting back to order at 10:40 a.m.

The discussion continued between the General Manager and the Board on Item C-4 – Water and Wastewater Master Plans

Parks and Landscape Manager Perez – Provided the details of items within the Landscape and Parks department

There was discussion between the General Manager, the Parks and Landscape Manager, and the Board

- 5) Consideration of conducting a Board Workshop with Brent Ives Consulting to perform an analysis and a conduct a study session on Board dynamics, protocols and practices (15 minutes)

General Manager Howard – Provided the details of Item C-5
There was discussion between the General Manager and the Board

Representatives from the Hofmann Company and Pantages Development provided an update on their respective projects.

D. **ADJOURNMENT**

The meeting was adjourned at 11:57 a.m. to next Regular meeting of January 18, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Tuesday January 17, 2012
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:30 P.M.
Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:30 P.M.

A. ROLL CALL

Call to Order – 6:30 p.m. by President Steele
Roll Call – All Present

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

President Steele – The Board adjourned into Closed Session regarding action Item D-1 – Public Employee Performance Evaluation

D. CLOSED SESSION:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code Section 54957

Title: General Manager

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

President Steele - The Board reconvened from Closed Session regarding action Item D-1 – No reportable action

F. ADJOURNMENT

The meeting adjourned at 8:15 p.m. to the Regular meeting of January 18, 2012 on at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church

For the Audio of this meeting please visit our Website at
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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday January 18, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call to Order – 7:00 p.m. by President Steele
Pledge of Allegiance – Led by Director Dawson
Roll Call – All Present

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

There was one (1) Public Comment Speaker

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Tetreault – January 18, 2012 Water Master Plan finalized – Special Meeting request for February 8, 2012 at 6:30 p.m.

Vice-President Graves – Addressed comments that were made under the Public Comment section. Reported on the East Contra Costa Fire Protection District (ECCFPD) – will turn in report

Director Dawson – Comment on the Public Comment section

E. CONSENT CALENDAR

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

1. Minutes of previous Special meeting dated January 4, 2012
2. Minutes of previous Regular meeting dated January 4, 2012
3. District Invoices
4. District Financials

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Dawson

Vote: Motion carried: AYES: 5, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

1. That the Board Adopt Resolution 2012-02 to establish an Investment Policy for the Town of Discovery Bay Community Service District and rescind Resolution NO. 98-20

General Manager Howard – Provided details of Item F-1

There was discussion between the General Manager and the Board

There were two (2) Public Comment Speakers

Motion by: Director Tetreault to adopt Resolution 2012-02 and rescind Resolution No. 98-20

Second by: Vice-President Graves

Vote: Motion carried: AYES: 4 – President Steele, Vice-President Graves, Director Dawson, Director Tetreault,

NOES: 1 – Director Simon

Second Motion by – Vice-President Graves to establish an Investment Advisory Committee consisting of two (2) Board Members and Staff to review the District's Investment Policy

Second by: Director Simon

Vote: Motion carried: AYES: 4 – President Steele, Vice-President Graves, Director Simon, Director Tetreault, NOES: 1 – Director Dawson

G. VEOLIA REPORT

Project Manager Berney Sadler – Provided the details of the November and December 2011 Monthly Operations Report.

H. MANAGER'S REPORTS

None

I. GENERAL MANAGER'S REPORT

General Manager Howard – Update on the new bins from Discovery Bay Disposal – completed by next Friday, January 20, 2012. Attended the Mountain House CSD Meeting – Named their Board room in honor of Michael F. McGrew

J. DISTRICT LEGAL COUNSEL REPORT

None

K. COMMITTEE UPDATES

1. Minutes in DRAFT form of the Regular Community Center meeting dated December 1, 2011
2. Minutes in DRAFT form of the Regular Community Center meeting dated December 6, 2011
3. Minutes in DRAFT form of the Regular Communications Committee meeting dated December 6, 2011
4. Continuation of the Community Center Recommendations Report
5. Continuation of the Communications Recommendations Report

General Manager Howard – Items K-1 and K-2 – Minutes will remain in DRAFT form. Items K-3 and K-4 – Discussed during the January 14, 2012 Workshop.

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Minutes for the Transplan Committee meeting dated November 10, 2011
2. S – Letter to Gary Kupp, Contra Costa County Department of Conservation and Development, regarding County File Number DP11-9031 (Chase Bank – Discovery Bay)
3. R – Minutes for the State Route 4 Bypass Authority dated December 8, 2011
4. R – Minutes for the State Route 4 Bypass Authority dated December 22, 2011
5. R – Minutes for the State Route 4 Bypass Authority dated January 5, 2012
6. R – Letter from Contra Costa County Public Works Department regarding an activity with the Federal Emergency Management Agency (FEMA) dated January 10, 2012

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

Director Simon – Town of Discovery Bay CSD Public Access Ramp permitted

Director Dawson – Recreation Committee

Vice-President Graves – Updated the comments that were made under Public Comment

O. ADJOURNMENT

The meeting adjourned at 7:44 p.m. to next Regular meeting of February 1, 2012 starting at 7:00pm at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 1, 2012

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

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$213,140.44

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

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

Previous Relevant Board Actions for This Item

Attachments

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

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

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

AGENDA ITEM: E-4

Request for authorization to pay Invoices (RFA)
 For the Meeting on February 01, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code					
1	7011	ReliaStar	Inv#JR52 457(b) Benefits for 01/16-01/31/12		\$1,128.05
	7024	ReliaStar	Inv#JR52 457(b) Benefits for 01/16-01/31/12		<u>\$288.49</u>
				Sub-Total	\$1,416.54
2	7011	SDRMA	Inv#0009172-IN, dtd 02/01/12 Employee Ancillary Benefits	February 2012	\$412.48
	7024	SDRMA	Inv#0009172-IN, dtd 02/01/12 Employee Ancillary Benefits	February 2012	<u>\$78.78</u>
				Sub-Total	\$491.26
3	7101	Brian Dawson	Expense Report for Jan 2012, dtd 1/19/12		\$500.00
4	7205	Neumiller & Beardslee	Inv# 245838, dtd 1/12/12 Services through 12/31/11		\$2,841.97
5	7205	Neumiller & Beardslee	Inv# 245839, dtd 1/12/12 Services through 12/31/11		\$708.10
6	7205	Neumiller & Beardslee	Inv# 245965, dtd 1/13/12 Services through 12/31/11		<u>\$322.50</u>
				Sub-Total	\$3,872.57
7	7210	Luhdorff & Scalmanini	Inv# 27474, dtd 12/31/11 Water Master Plan		\$2,337.75
8	7210	Luhdorff & Scalmanini	Inv# 27480, dtd 12/31/11 Water Level Monitoring		\$2,137.00
9	7210	Luhdorff & Scalmanini	Inv# 27491, dtd 12/31/11 Well Efficiency Testing 2011		<u>\$3,338.26</u>
				Sub-Total	\$7,813.00
10	7210	Stantec	Inv# 555806, dtd 01/12/12 UV Bioassay Tests		\$5,175.00
11	7210	Stantec	Inv# 558239, dtd 01/20/12 DB WWTP Master Plan		<u>\$103.79</u>
				Sub-Total	\$5,278.79
12	7215	Veolia Water	Inv# 00010169, dtd 01/04/12 O&M Contract for January 2012		\$94,744.18
13	7952	American Retrofit Systems	Inv# 171, dtd 01/10/12 L Only - Trace wires for valves (Z-57 #2282)		\$200.00
14	7301	American Retrofit Systems	Inv# 174, dtd 1/13/12 Repair wires Mole A & Socket		\$100.00
15	7301	American Retrofit Systems	Inv# 177, dtd 1/18/12 Work at WAS flow meter to PLC		\$200.00
16	7630	American Retrofit Systems	Inv# 178, dtd 1/20/12 Repair lighting outside South Booster Pump		\$120.00
17	7630	American Retrofit Systems	Inv# 179, dtd 1/24/12 Check and Repair camera system @ WWTP #2		\$150.00
18	7301	American Retrofit Systems	Inv# 180, dtd 1/24/12 repair 480 v for clarifier 4		\$850.00
19	7630	American Retrofit Systems	Inv# 181, dtd 1/24/12 L&M for smoke alarm well #5		<u>\$450.00</u>
				Sub-Total	\$1,870.00
20			<u>Cal-Card 11/12 - Statement from 01/25/12</u>		
	7301		General Repairs - Water/Sewer		\$279.08
	7430		Office Supplies		\$202.63
	7460		Memberships		\$190.00
	7490		Travel & Training		\$250.00
	7510		Info Systems Maintenance		\$178.98
	7520		Cellular Communications/Data		\$187.58
	7550		Telephone		\$525.32
	7630		Facility Maintenance		\$132.66
	7690		Equipment Maintenance/Fuel		\$1,157.92
	7950		Miscellaneous Services & Supplies		\$438.79
	7951		Miscellaneous Reimbursable		\$127.58
	7952		Landscape Related Reimbursables		\$37.74
	7951		Miscellaneous Reimbursable (Missing Receipts for next billing)		<u>\$3,079.29</u>
				Sub-Total	\$6,787.57
21	7301	LEC Corp	Inv# 1222, dtd 1/16/12 Dive Assessment of water tanks		\$3,777.90
22	7301	Parkson	Inv# AR1 / 1120110, dtd 01/13/12 Stainless Steel Side/Wheels for Moles		\$716.49
23	7301	Telstar Instr.	Inv# 68733, dtd 12/30/11 DB/11 4Q Scada Svc		\$1,982.00
24	7301	UPS	Inv# 000012X417032, dtd 01/21/12 Shipping of plans		\$38.44
25	7414	UPS	Inv# 000012X417022, dtd 01/14/12 Grand Jury, Bid Package shipping		<u>\$72.50</u>
				Sub-Total	\$110.94
26	7420	MallFinance	Inv# N30437001, dtd 01/18/12 Postage machine rental for 2/19-03/18/12		\$69.53
27	7420	Neopost	Acct# xxxx-xxxx-xxxx-4658, Closing Date 1/08/12 Postage		\$233.30
28	7414	Upper Case Printing, Ink	Inv# 5568, dtd 1/10/12 Printing of Utility bill blanks and envelopes		\$1,969.92
29	7670	Office Depot	Inv# 592950889001, dtd 01/09/12 Surge protector		\$23.76
30	7430	Office Depot	Inv# 593097411001, dtd 01/09/12 Office Supplies		\$47.22
31	7430	Office Depot	Inv# 594040460001, dtd 01/13/12 Office Supplies		\$159.56
32	7430	Office Depot	Inv# 594040577001, dtd 01/13/12 Office Supplies		\$10.75
33	7430	Office Depot	Inv# 594041511001, dtd 01/13/12 Office Supplies		\$3.73

Request for authorization to pay Invoices (RFA)
 For the Meeting on February 01, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code			
34	7430	Office Depot Inv# 593710097001, dtd 01/17/12 Office Supplies	\$21.93
35	7430	Office Depot Inv# 594602134001, dtd 01/18/12 Office Supplies	\$42.15
36	7430	Office Depot Inv# 594968103001, dtd 01/20/12 Office Supplies	<u>\$15.96</u>
Sub-Total			\$325.06
37	7460	USA Inv# 12010280, dtd 1/20/12 Annual Membership	\$236.76
38	7510	CCC Dept of Info Tech Inv# 7266, dtd 1/18/12	\$39.15
39	7510	Redfish Studios Inv# 011812SAM, dtd 01/25/12 Assltant with audio file	\$112.50
40	7520	Aaron Goldsworthy Expense Report, dtd 1/17/12 Cell Phone Reimb.	\$326.12
WATER			
41	7535	PG&E / Acct# 2943721807-5 Newport WTP	12/10/11-01/11/12 \$7,254.30
42	7535	PG&E / Acct# 2990802600-9 Willow Lake WTP	12/09/11-01/10/12 \$4,580.26
43	7535	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	12/09/11-01/09/12 \$21.40
44	7535	PG&E / Acct# 8760524303-8 Irr. Controller (Newport @ Well 4A)	12/10/11-01/10/12 \$15.67
45	7535	PG&E / Acct# 7068319849-6 Well #5	12/08/11-01/08/12 \$3,600.65
46	7535	PG&E / Acct# 8351173112-3 Well #2	12/09/11-01/10/12 \$2,165.34
47	7535	PG&E / Acct# 8609981202-5 Well #1 (Gas)	12/09/11-01/09/12 \$44.66
48	7535	PG&E / Acct# 8651647866-5 Well #1	12/09/11-01/09/12 <u>\$1,512.09</u>
Sub-Total			\$19,194.37
SEWER			
49	7537	PG&E / Acct# 0631986334-3 Newport Lift Station	12/10/11-01/11/12 \$2,143.35
50	7537	PG&E / Acct# 1182741894-5 Pump Station D	12/09/11-01/09/12 \$135.63
51	7537	PG&E / Acct# 1318320217-8 Pump Station A	12/09/11-01/09/12 \$58.52
52	7537	PG&E / Acct# 2068717691-5 Pump Station G	12/10/11-01/10/12 \$38.42
53	7537	PG&E / Acct# 2172798825-1 Pump Station R	12/10/11-01/10/12 \$69.53
54	7537	PG&E / Acct# 2527523613-8 Pump Station S	12/13/11-01/11/12 \$284.97
55	7537	PG&E / Acct# 3016215915-3 Pump Station F	12/08/11-01/08/12 \$763.10
56	7537	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	12/09/11-01/09/12 \$95.42
57	7537	PG&E / Acct# 3497478293-9 Lakeshore Lift Station	12/08/11-01/08/12 \$479.27
58	7537	PG&E / Acct# 3881134135-3 WWTP #1	12/12/11-01/10/12 \$4,875.06
59	7537	PG&E / Acct# 4193709211-6 Pump Station C	12/10/11-01/11/12 \$55.30
60	7537	PG&E / Acct# 4201000159-4 Golf Course Valve Station	12/13/11-01/11/12 \$496.95
61	7537	PG&E / Acct# 4225081240-3 Disc WWTP & Pump Station W	12/12/11-01/10/12 \$28.63
62	7537	PG&E / Acct# 4516230421-1 Pump Station H	12/09/11-01/09/12 \$26.50
63	7537	PG&E / Acct# 7234986505-4 Pump Station J	12/09/11-01/10/12 \$280.93
64	7537	PG&E / Acct# 7312115758-7 SS/HWY 4 E/Disco Bay Blvd W/O Bridge	12/12/11-01/10/12 \$17,970.69
65	7537	PG&E / Acct# 7630923070-4 Pump Station E	12/08/11-01/08/12 \$256.50
66	7537	PG&E / Acct# 8343916134-6 Fern Ridge Circle/Hofmann	12/07/11-01/06/12 \$615.38
67	7537	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	12/09/11-01/09/12 <u>\$28.86</u>
Sub-Total			\$28,703.01
68	7630	Brut Force Janitorial Inv# 112, dtd 1/19/12 Service for Jan. 2012	\$250.00
	7952	Brut Force Janitorial Inv# 112, dtd 1/19/12 Service for Jan. 2012	(Z-8 #2282) \$360.00
	7952	Brut Force Janitorial Inv# 112, dtd 1/19/12 Service for Jan. 2012	(Z-9 #2282) \$25.00
	7952	Brut Force Janitorial Inv# 112, dtd 1/19/12 Service for Jan. 2012	(Z-57 #2282) \$25.00
	7952	Brut Force Janitorial Inv# 112, dtd 1/19/12 Service for Jan. 2012	(Z-61 #2282) <u>\$25.00</u>
Sub-Total			\$685.00
69	7630	Discovery Pest Control Inv# 0450836, dtd 01/13/12	\$68.00
70	7665	W.J. Kirk Welding Inv# 44009, dtd 01/12/12 Portable Gen Battery Box repair	\$10.67
71	7665	W.J. Kirk Welding Inv# 44054, dtd 01/20/12 Shop Tool	<u>\$700.38</u>
Sub-Total			\$711.05
72	7690	Nixon-Eglt Equipment Co Inv# Pro Forma, dtd 1/17/12 Work on Vac-Truck	\$2,400.19
73	7950	Shred-It Inv# 7576201707, dtd 1/12/12	\$54.20
74	7952	AllFired Up Mobile Art Studio Inv# 0005601, dtd 1/23/12 Deposit for Firing Tiles	(Z-8 #4789) \$300.00
75	7952	Sue Heint Expense Report for Mileage from 12/20/11 - 1/13/12	(Z-8 & Z-61) \$9.44
76	7952	Watersavers Irrigation Inc. Inv# I1130885, dtd 01/18/12 Misc Irrigation Parts	(Z-57 #2282) \$208.69
77	7952	Watersavers Irrigation Inc. Inv# I1130952, dtd 01/18/12 Misc Irrigation Parts	(Z-61 #2282) \$32.82
78	7952	Watersavers Irrigation Inc. Inv# I1130955, dtd 01/18/12 Misc Irrigation Parts	(Z-57 #2282) \$46.55
79	7952	Watersavers Irrigation Inc. Inv# I1130969, dtd 01/18/12 Misc Irrigation Parts	(Z-57 #2282) <u>\$14.61</u>
Sub-Total			\$302.67

Request for authorization to pay invoices (RFA)
For the Meeting on February 01, 2012
Town of Discovery Bay CSD
For Fiscal Year's 7/11 - 6/12

Acct Code			
80	7970	Daryl & Nikki Merritt Reimburse for damages to 4085 Newport Lane	\$2,982.54
81	7970	SDRMA Claim # PD1011004985-0001, date of loss 5/31/11	\$500.00
			Total TODB \$188,564.03
Caselle Utility Account			
1	7951	Refund for overpayment on Acct# 1-011-400-025-0.01	\$913.44
			Total Caselle Account \$913.44
			GRAND TOTAL TODB \$189,477.47

**Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 01, 2012
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/11 - 6/12**

Acct Code						
1		<u>Cal Card 11/12 - Statement 1/25/12</u>				
	2102	Books, Periodicals & Subscriptions				\$28.43
	2130	Small Tools & Instruments				\$51.48
	2131	Minor Equipment				\$221.21
	2270	Maintenance of Equipment				\$302.10
	2271	Automotive Supplies & Repairs				\$6.16
	2272	Gasoline/Fuel for Equipment				\$248.08
	2282	Grounds Maintenance				\$286.10
	2479	Other Special Expenses				\$197.48
					Sub-Total	\$1,341.04
2	2110	Town of Discovery Bay	Reimb for Verizon cell service Inv# 1034578865, dtd 10/27-11/26/11			\$92.12
3	2110	Town of Discovery Bay	Reimb for Verizon cell service Inv# 1043510294, dtd 11/27-12/26/11			\$89.42
					Sub-Total	\$181.54
4	2120	PG&E / Acct# 0869258994-1 (Sprink Contr)	DB Blvd. & Willow Lake	12/09/11-01/09/12		\$15.63
5	2120	PG&E / Acct# 2068897992-9	DB Blvd across from 510	12/10/11-01/10/12		\$188.26
6	2120	PG&E / Acct# 2249446019-3 (Sprinkler)	Disco Point, Tr #4077, Lot 71	12/09/11-01/09/12		\$16.22
7	2120	PG&E / Acct# 2800977208-9 (Irr Contr)	9295Beacon Pl @ Str Lite	12/10/11-01/10/12		\$16.40
8	2120	PG&E / Acct# 3736907925-8 (Sprink Contr)	E/S Edgview Dr N/O DB Blvd	12/09/11-01/09/12		\$15.63
9	2120	PG&E / Acct# 4111412785-9 (Sprink Contr)	DB Blvd & Seal Way	12/09/11-01/09/12		\$15.63
10	2120	PG&E / Acct# 4455555569-5 (Sprinkler)	Disco Point, Tr #3653, Lot 17	12/09/11-01/09/12		\$16.22
11	2120	PG&E / Acct# 5465914049-2 (Sprinkler)	DB Blvd. & Splnaker	12/09/11-01/09/12		\$15.63
12	2120	PG&E / Acct# 5939734421-5	PG&E Owned Street & Highway Lighting	12/16/11-01/17/12		\$6,340.73
13	2120	PG&E / Acct# 7135420365-6 (Sprinkler)	Disco Point, Tr# 4077, Lot 65	12/09/11-01/09/12		\$16.22
14	2120	PG&E / Acct# 7452588975-3 (Sprink Contr)	S/E cnr DB Blvd & Willow Lk	12/09/11-01/09/12		\$15.63
15	2120	PG&E / Acct# 7696548482-7 (Sprinkler)	DB Blvd, Tr# 4178, Lot 5	12/09/11-01/09/12		\$16.22
16	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr	w/o Cove Ct 7723 Marina Dr	12/09/11-01/09/12		\$31.26
17	2120	PG&E / Acct# 8101346815-2 (Irr Contr)	Newport Dr. w/o Pier Ct	12/09/11-01/09/12		\$15.63
18	2120	PG&E / Acct# 8163719795-5 (Irr Contr)	9271 Newport Dr @ Str. Lite	12/10/11-01/10/12		\$16.40
19	2120	PG&E / Acct# 8167536097-8 (Irr Contr)	@ Clipper Dr	12/09/11-01/09/12		\$15.63
20	2120	PG&E / Acct# 8399010651-6 (Sprink Contr)	Willow Lake Ct, Lot 31	12/10/11-01/10/12		\$16.25
21	2120	PG&E / Acct# 8400813429-2 (Sprinkler)	Laguna Ct, Tr# 4076, Lot 18	12/09/11-01/09/12		\$16.22
22	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers)	2489 'A' DB Blvd.	12/09/11-01/09/12		\$125.68
					Sub-Total	\$6,925.49
23	2120	Town of Discovery Bay CSD	Inv# 3299, dtd 1/20/12 Water usage @ LS "R"	4th Qtr 2011		\$7.86
24	2120	Town of Discovery Bay CSD	Inv# 3300, dtd 1/20/12 Water usage @ Meter # 6636916	4th Qtr 2011		\$11.22
25	2120	Town of Discovery Bay CSD	Inv# 3301, dtd 1/20/12 Water usage @ Meter # 6636916	4th Qtr 2011		\$26.27
26	2120	Town of Discovery Bay CSD	Inv# 3302, dtd 1/20/12 Water usage @ Meter # 6473972	4th Qtr 2011		\$8.76
27	2120	Town of Discovery Bay CSD	Inv# 3303, dtd 1/20/12 Water usage @ Meter # 6636916	4th Qtr 2011		\$592.80
28	2120	Town of Discovery Bay CSD	Inv# 3304, dtd 1/20/12 Water usage @ Meter # 6636916	4th Qtr 2011		\$216.55
29	2120	Town of Discovery Bay CSD	Inv# 3306, dtd 1/20/12 Water usage @ Meter # 568446C	4th Qtr 2011		\$137.00
30	2120	Town of Discovery Bay CSD	Inv# 3307, dtd 1/20/12 Water usage @ Meter # 5684461	4th Qtr 2011		\$164.64
31	2120	Town of Discovery Bay CSD	Inv# 3308, dtd 1/20/12 Water usage @ Meter # 6224012	4th Qtr 2011		\$85.09
					Sub-Total	\$1,250.19
32	2170	Pro-Pet Distributors	Inv# 83745, dtd 11/03/11 Doggie pot trash bags and pick up bags			\$324.00
	2282	Pro-Pet Distributors	Inv# 83745, dtd 11/03/11 Doggie pot trash bags and pick up bags			\$600.00
					Sub-Total	\$924.00
33	2281	American Retrofit Systems	Inv# 172, dtd 1/10/12 Work on Hand Dryer @ woman's room Cornell			\$100.00
34	2282	Valley Crest	Inv# 3917042, dtd 01/06/12 Installation of Iceplant			\$262.50
35	2282	Valley Crest	Inv# 3917048, dtd 01/06/12 Plantings @ Cornell			\$540.00
36	2282	Valley Crest	Inv# 3909187, dtd 01/10/12 Maintenance for January			\$8,457.00
37	2282	Valley Crest	Inv# 3919089, dtd 01/12/12 Plantings on Clipper Dr			\$1,020.00
38	2282	Valley Crest	Inv# 3919878, dtd 01/16/12 Irrigation Repairs @ Cornell Park			\$840.00
39	2282	Valley Crest	Inv# 3919882, dtd 01/16/12 Irrigation Repairs on Clipper Dr.			\$440.00
					Sub-Total	\$11,559.50

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 01, 2012
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/11 - 6/12

40	2282	Watersavers Irrigation Inv# I1118046, dtd 11/11/11	Shipping Charge	\$10.75
TOTAL				\$22,292.51

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on February 1, 2012
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/11 - 6/12

Acct Code					
1	2110	Town of Discovery Bay Reimb Verizon Inv# 1034578865, dtd 12/21/11			\$30.70
2	2110	Town of Discovery Bay Reimb Verizon Inv# 1043510294, dtd 01/21/12			\$29.81
3	2120	Town of Discovery Bay Inv# 3309, dtd 1/20/12 Water Usage for Meter #6571	4th Qtr 2011		\$60.36
4	2120	Town of Discovery Bay Inv# 3310, dtd 1/20/12 Water Usage for Meter #6540	4th Qtr 2011		\$309.00
5	2120	Town of Discovery Bay Inv# 3311, dtd 1/20/12 Water Usage for Meter #6431	4th Qtr 2011		<u>\$178.92</u>
				Sub-total	\$608.79
6		<u>Cal Card 11/12 - Statement Date 1/25/12</u>			
	2120	Utilities			\$6.66
	2270	Maintenance of Equipment			\$100.00
	2272	Gasoline/Fuel for Equipment			\$176.00
	2282	Grounds Maintenance			\$63.87
	2479	Other Special Expenses			<u>\$250.00</u>
					\$596.53
7	2120	PG&E / Acct# 0403377952-3 1445 Cullen Dr (Irrig Ctrlr)	12/09/11-01/09/12		\$26.06
8	2120	PG&E / Acct# 1066166716-1 829 Poe Dr. (Irrig Ctrlr)	12/09/11-01/09/12		\$11.38
9	2120	PG&E / Acct# 7705163630-4 1738 Wilde Dr. (Irrig Ctrlr)	12/09/11-01/09/12		<u>\$11.52</u>
				Sub-total	\$48.96
10	2130	Watersavers Irrigation Inc. Inv# 11130885, dtd 01/18/12 Irrigation repair parts			\$8.18
11	2170	Propet Distributors Inv# 83745, dtd 11/03/11 Dogpot trash bags			\$108.00
				Total	\$1,370.46



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 1, 2012

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

Agenda Title

Discussion and possible action on Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit Override Expiration

Recommended Action

As necessary

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (DBCSD) is responsible for identifying its appropriation limit, known as the GANN limit (Proposition 4). The GANN limit is calculated by adjusting the baseline allowance with permitted annual increases based on Cost of Living and population changes. In 2008, the DBCSD held an Appropriations Limit Election to override the GANN limit; this allowed Zone 8 to receive the taxes that were collected but which would have exceeded the calculated GANN limit. The election did not raise taxpayer rates. The election was approved and covered the fiscal years 2008/2009 through 2011/2012. The override is set to expire at the end of this fiscal year.

During the time that the override was in effect, property values of the area have declined, by default, also decreasing the appropriation received by Zone 8. The Gann Limit for the 2011/2012 FY (without the override election) would have been set at \$474,747; which is \$35,249 over the actual appropriation. At this point in time, Staff is recommending that we allow the Appropriation Override to expire, without starting the process to initiate a new election override. Not only is the election process a costly one (approximately \$20,000), it is not necessary when the calculated GANN limit exceeds the anticipated appropriation. Should property valuations increase to a point that the Zone 8 appropriation exceeds the GANN Limit; the DBCSD can initiate an election procedure at that time.

Should the Board agree to allow the current override to expire without initiating an override election; the GANN limit will be calculated and brought back before them prior to the start of the 2012/2013 fiscal year as a resolution for approval. However, if the Board determines an election is appropriate at this time, staff will return with the necessary paperwork to initiate an override election pursuant to Proposition 4.

Fiscal Impact:

Amount Requested N/A

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

2008 Gann Limit Election

Attachments

AGENDA ITEM: F-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 1, 2011

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adopt Resolution No. 2012-05 approving a Procedure for the Disposal of Surplus Personal Property

Recommended Action

Adopt Resolution No. 2012-05 adopting a Disposal of Surplus Personal Property Procedure

Executive Summary

On October 20, 2010 the Board adopted Resolution No. 2010-15 adopting a revised Purchasing and Procurement Policy for the District (attached). Section XI of that Policy provides direction as to the disposal of surplus supplies and equipment.

Staff has identified the necessity to develop processes and procedures relating to the disposal of surplus personal property and supplies. Supplies and equipment are considered surplus if they are no longer required by the District, because of decreased use, poor condition, damage not worth the cost of repair, and/or obsolescence. Examples of property include small items, such as binders, calculators, and electric staplers, as well as those inventoried items, larger items such as Office Equipment, Furnishings, and Vehicles. Property can also include capital assets, which are the items that generally have a higher unit cost and are inventoried in the Districts Facility for Rehabilitation/Replacement. Examples of capital assets are playground equipment, and building or structural components, such as roofs, restrooms, and decking. This definition of surplus property excludes real property.

The attached procedure provides staff, the board and public with knowing that any surplus personal property and or supplies are being disposed of consistent with common practices for local government.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

October 20, 2010 – Purchasing and Procurement Policy

Attachments

1. Disposal of Surplus Personal Property Procedure
2. Resolution 2010-15 and Purchasing and Procurement Policy
3. Resolution 2012-05

AGENDA ITEM: F-2



Category:	Financial	Procedure #
Title:	Town of Discovery Bay Community Service District Disposition of Surplus Property Procedure	

A. Purpose

The purpose of creating a procedure for the Town of Discovery Bay Community Service District (District) for the disposition of surplus property is to establish guiding principles and direction to staff.

B. Surplus Property Definition

Supplies and equipment are considered surplus if they are no longer required by the District, because of decreased use, poor condition, damage not worth the cost of repair, and/or obsolescence. Examples of property include small items, such as binders, calculators, and electric staplers, as well as those items inventoried, larger items such as Office Equipment, Furnishings, and Vehicles. Property can also include capital assets, which are those items that generally have a higher unit cost and are inventoried by the District for Rehabilitation/Replacement. Examples of capital assets are playground equipment, and building or structural components, such as roofs, restrooms, and decking. This definition of surplus property excludes real property.

C. Surplus Property Determination/Valuation

The respective department manager should first determine if a supply, piece of equipment, or capital asset has become surplus, based on the definition given above. The next step is to determine the current value of the surplus property item, either from an existing source document or a reasonable estimate of replacement value, if the original source document is no longer available through the District's records.

If the current value of the surplus property item is less than \$500, the manager or designee should bring the surplus property item directly to the Finance Manager so that a receipt can be created determine its disposition, and then coordinate its disposal.

D. Surplus Property/Capital Asset Disposition Form

If the property item is deemed surplus and its current value is over \$500, then the manager must complete a Surplus Property/Capital Asset Disposition form. This form is available through the Finance Department (see Exhibit A). One copy of the form should be circulated for signatures. On the form, the manager should

list the item's description, serial number, fixed asset tag number (if applicable), location, and condition. The manager should indicate the Property's condition (good, fair, poor or broken) and then recommend a method of disposal for the property (see the following sections for descriptions of disposal methods).

After selecting the recommended action and noting any other comments, the manager must sign and date the Surplus Property/Capital Asset Disposition form and forward it to the Purchasing Agent/General Manager.

E. Methods of Disposal

There are several ways to dispose of surplus property, including:

- Transfer to another department.
- Trade in for new material, equipment or credit
- Sell;
- Donate; or
- Scrap.

i. Transfer to Another Department

Departments can transfer surplus property to one another, subject to the approval of both managers affected by the transfer. If the current value of the item is \$500 or above, the department transferring out the property should initiate a Surplus Property/Capital Asset Disposition form (see Exhibit A) and both managers are required to sign the form. If a fixed asset is being transferred, then Accounting will record the new location for the property in the fixed assets.

ii. Trade-In

Surplus property can be offered as trade-in for new equipment or material or for credit towards the acquisition of new property. If the current value of a surplus property item slated for trade-in is \$500 or over, then the Surplus Property/Capital Asset Disposition form should be completed. The estimated trade-in value of the surplus property or capital asset should be noted on the Surplus Property/Capital Asset Disposition form and on the purchase order issued for any new property resulting from the trade-in.

iii. Selling Surplus Property

Surplus property may be offered for sale. All surplus property is for sale "as is" and "where is" with no warranty, guarantee, or representation of any kinds, expressed or implied, as to the condition, utility or usability of the property offered for sale.

For any sale of surplus property with a current value of \$500 or above, the manager should indicate on the Surplus Property/Capital Asset

Disposition from the recommended selling method and any other notations, in the manager approval. Appropriate methods of sale are as follows:

Public Auction – District Staff may conduct public auctions or the District may contract with a professional auctioneer and/or and Internet auctioneer for this service.

Sealed Bids - Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.

Selling as Salvage - Equipment, materials, supplies, fixtures, or facility components that are no longer capable of performing their intended function without extensive repair, or that are of no value except for reclamation purposes, may be considered salvage. Surplus property may be sold as salvage if the Purchasing Agent/General Manager deems that the value of the raw material exceeds the value of the property as a whole.

iv. Donation of Surplus Property

The manager may recommend and the Purchasing Agent/General Manager may authorize the donation of surplus property to a non-profit organization or school district located or operating in Discovery Bay or, secondarily, to any other non-profit organization or private organization that provides assistance to nonprofit organizations.

If surplus property has been approved for donation, the Purchasing Agent/General Manager will notice the availability of such property for donation, indicating the quantity, description and location of the surplus property, by one or more of the following methods: in a local newspaper or on the Districts web site (see Exhibit B). This notice will also indicate the closing date for the receipt of all requests for donation and indicate the way in which interested parties can receive additional information. Requests for donations will be accepted on a first-come, first-serve basis. The Purchasing Agent/General Manager will send a letter to the non-profit organization(s) or school district(s) that respond to the notice to advise them of the Districts terms and condition of the donation. A return letter signed by and authorized agent from the non-profit organization or school district, accepting the Districts terms and conditions is required before the surplus property can be released. If, in the opinion of the Purchasing Agent/General Manager, the donated property has a current value of less than \$1,000, then the General Manager can approve the release of the property to the recipient(s) that meet the above criteria and agree to the Districts terms and conditions. If, in the opinion of the Purchasing Agent/General

Manager, the donated property has a value of \$1,000 or more the Purchasing Agent/General Manager will prepare a report identify the specific property for approval by the Board of Directors. After the Board of Directors approval, the surplus property approved for donation may then be released.

The department from which the donated property is being taken should remove any fixed asset or District property tag before the property is officially transferred to the recipient organization(s).

v. **Scrap/No Value Item**

Scrap, as one method of surplus property disposal, essentially means throwing an item into the trash. Scrap is recommended only after determining that none of the other methods of disposal (selling, exchange, trade-in, donation or salvage) is feasible. Broken items that can be repaired economically will be fixed and returned to the using department.

For any broken or inoperable piece of property that, based on the recommendation of the manager and the judgment of the Purchasing Agent/General Manager, cannot be economically repaired, traded-in, sold, auctioned, donated or salvaged, the item may be scrapped, regardless of the original purchase price.

If the manager or designee recommends that any unbroken surplus property item with a current value below \$500 or several unbroken surplus property items with a collective current value below \$1,000 be scrapped, then he/she should dispose of the items. If the surplus property is obsolete or non-functional and cannot be traded in, sold, auctioned, donated or salvaged, the Purchasing Agent/General Manager may scrap such surplus property.

If a surplus property item recommended to be scrapped is not broken and has a current value equal to or above \$500, for multiple items, a combined current value equal to or above \$1,000, then the manager must complete the Surplus Property/Capital Asset Disposition form. Under these conditions, especially if District staff will directly dispose of them item(s), Board Approval to scrap will also be required. If the District staff does not directly scrap this category of surplus property but a contractor is instead hired to remove and replace the property, then the disposal method is considered utilize the trade-in mythology, not scrap mythology, and the Board approval requirement does not apply.

For multiple items proposed to be scrapped, the size of the lot and thus the total current value will be based on the items and values entered

on the Surplus Property/Capital Asset Disposition form(s) submitted by the department. Splitting of the surplus lots on these forms to avoid Board reporting is prohibited. To better understand the process by which and items can be scrapped, including whether or not Board approval is required, please refer to the flow chart (see Exhibit C).

The report to the Board to request approval to scrap will be prepared by the Purchasing Agent/General Manager after receipt of the completed Surplus Property/Capital Asset Disposition form. Once the Board approval is granted, the Purchasing Agent/General Manager will then scrap the item(s).

F. Purchasing Agents/General Manager's Review and Final Disposition

In the case of the surplus property items with a current value below \$500 for a single item or below \$1,000 for multiple items within one lot, the departments do not have to complete a Surplus Property/Capital Asset Disposition form. Instead, the department disposes utilizing the best method for disposal of these items. A log of the surplus items should be maintained upon disposal. The log will include the disposal items, the disposal date, and the disposal method.

For all surplus property items with a current value equal to or above \$500 for a single item or equal to or above \$1,000 for multiple items within one lot, the Purchasing Agent/General Manager will review the department's completed Surplus Property/Capital Asset Disposition form, concur with or recommend an alternate action, and proceed with the disposition. The Purchasing Agent/General Manager will also ascertain whether Board approval is required to donate or scrap surplus property items, depending on the current value of the items listed on the form. If further action is required, then the Purchasing Agent/General Manager will prepare a report for final approval from the Board.

After the disposal of the surplus property, the Purchasing Agent/General Manager will complete and sign the Surplus Property/Capital Asset Disposition form, noting the date, disposal method, and any proceeds received, if the property was sold. The Purchasing Agent/General Manager will also note the date that the Board approved the donation or scrapping of the surplus property if that level of approval was required.

After all signatures have been obtained, a copy of the form will be sent to the initiating department and to the Accounting, which will remove any surplus property items that had been classified as fixed assets. Finance will keep the original form on file.

G. Proceeds

Any proceeds received from the trade-in or sale of the surplus property will be credited to the General Fund.

Town of Discovery Bay CSD
Surplus Property/Capital Asset Disposition
Current Value over \$500/Item or \$1,000/Combined Items

The following supply or equipment item or capital asset is no longer needed and considered surplus

Item Description (Attach additional pages as needed)	Serial #	Fixed Asset Tag #	Current Value	Location	Condition (Good, Poor, Broken)	Department Recommendations			
						Transfer	Trade-In	Sell	Donate / Scrap

Department Comments

Department Head Signature: _____ Date: _____

Purchasing Agent/General Manager Review _____ Board Approval to Scrap/Donate? Yes No

Purchasing Manager/General Manager's Signature: _____ Date: _____

Finance Manager's Signature: _____ Date: _____



Exhibit B

Town of Discovery Bay Notice of Surplus Property Donation

Town of Discovery Bay CSD surplus supplies and equipment may be donated to non-profit organizations or school districts located or operating within the district, or if these organizations express no interest, then to any other nonprofit organization or private organization that provides assistance to nonprofit organizations that has expressed interest in receiving donated surplus district property. The Town of Discovery Bay CSD is accepting requests for donation for the following property which has been identified as surplus.

Quantity	Description of Property	Location

Town of Discovery Bay CSD Surplus Supplies and Equipment - Donation

The Purchasing agent shall have authority, subject to the approval of the City Manager, to donate surplus supplies and equipment subject to the following:

- 1) Surplus supplies and equipment may be donated to non-profit organizations or school districts located or operating within the city, or if these organizations express no interest, then to any other nonprofit organization or private organization that provides assistance to nonprofit organizations that has expressed interest in receiving donated surplus city property.
- 2) Donations made to eligible entities shall be on a first come, first-serve basis.
- 3) Prior to transfer of the donated supplies or equipment, the recipient entity shall provide a statement executed by a person duly authorized to legally bind the recipient entity that the donated property will:
 - a) Be accepted "as is," with no express or implied warranties; and
 - b) That an immediate need exists for the property and that it will be put into immediate use; and
 - c) That the property not ever be sold or otherwise transferred for profit; and
 - d) That the recipient entity shall assume all costs and liability associated with the removal and transportation of the surplus property from the city.
- 4) City shall provide notice of the surplus property to be donated to solicit interest from potential donees.
- 5) If in the opinion of the purchasing agent, the total amount of property to be donated pursuant to this section has a current value of \$1,000 or more, the purchasing agent shall prepare a report of the property to be donated, the estimated current value of the property to be donated, and the recipient(s) of the property proposed to be donated, for approval by the city council.

Interested parties must submit a written request for donation to:

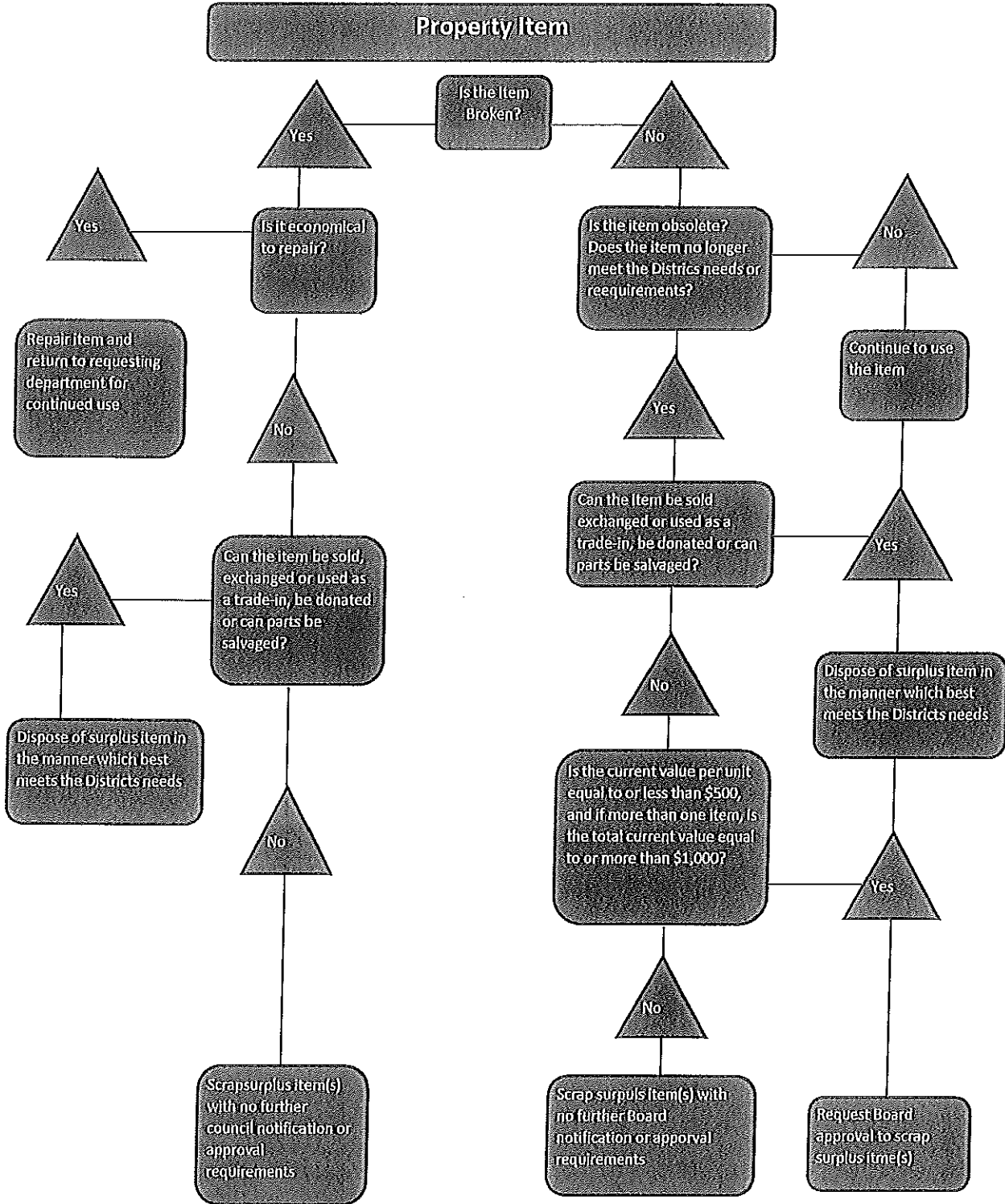
Town of Discovery Bay CSD
Purchasing Agent/General Manager
1800 Willow Lake Rd
Discovery Bay, CA 94505

All requests for donation must be received no later than 5:00 pm _____.

For further information please call us at (925)634-1131.

Bulletin Board Posting Date:

Town of Discovery Bay Scrap Determination





TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT (CSD) RESCINDING RESOLUTION 98-31 THAT ADOPTED A
PURCHASING SYSTEM FOR THE DISTRICT AND ADOPTING
A PURCHASING AND PROCUREMENT POLICY

WHEREAS, Town of Discovery Bay Community Services District adopted Resolution 98-31 on August 19, 1998 establishing a Purchasing System for the District; and,

WHEREAS, the Purchasing System authorized by Resolution 98-31 needs to be Rescinded; and,

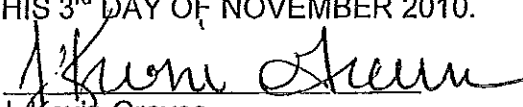
WHEREAS, a new Purchasing and Procurement Policy for the District has been created that is consistent with state law and District purchasing practices.

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

SECTION 1. That the original Purchasing System for the District that was established pursuant to Resolution 98-31 be Rescinded and replaced with the Purchasing and Procurement Policy and is made a part of this Resolution.

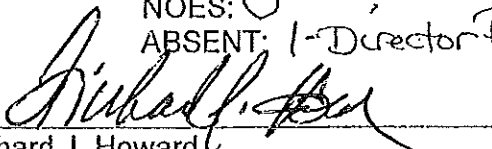
SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED THIS 3rd DAY OF NOVEMBER 2010.


J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 20, 2010, by the following vote of the Board:

AYES: 4
NOES: 0
ABSENT: 1-Director Piepho


Richard J. Howard
Board Secretary



Town of Discovery Bay Community Services District Board Policy

PURCHASING AND CONTRACTING

A purchasing system is adopted in order to establish efficient procedures for the purchase or procurement of supplies, services and equipment at the lowest possible cost commensurate with the level of quality required, to exercise financial control over the purchase or procurement, and to clearly define authority for the purchasing function.

I. Purchasing Agent Designated;

- a. The General Manager is the designated Purchasing Agent. The Purchasing Agent may delegate all or a portion of the purchasing duties to any District staff member. The Purchasing Agent shall have the authority to:
 - i. Purchase or contract for supplies, services and equipment required by the District, in accordance with purchasing procedures outlined in this policy;
 - ii. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;
 - iii. Act to procure for the District the necessary quality in supplies, services and equipment at the lowest responsible cost to the district;
 - iv. Prepare and recommend to the Board of Directors revisions and amendments to the purchasing rules;
 - v. Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
 - vi. Supervise the inspection of all supplies, services and equipment purchased to insure conformance with required specifications;
 - vii. Recommend the sale or disposal of all supplies and equipment which cannot be used by the District, or which are no longer suitable for District use;
 - viii. Maintain a bidder's list and other records necessary for the efficient acquisition of goods and services.

- b. The General Manager (or designee) is hereby authorized to sign all contracts for the purchase of goods or services awarded pursuant to this section or separately approved by the Board of Directors.

II. Purchase or Procurement of Goods or Services Exceeding \$25,000

- a. When the amount or value involved is at least \$25,000, the purchase shall be made by the Board of Directors through competitive bid as outlined below:
 - i. Notice inviting bids shall include a general description of the services and/or articles to be purchased or sold, where bid blanks and specifications may be obtained, the time and place for bid openings, and whether bid deposit or bond and faithful performance bond will be required.
 - ii. Notice inviting bids shall be posted on the Districts website at ww.todb.ca.gov and in at least two public places in the District that have been designated as the location for posting public notices, at least 10 days before the date of opening the bids.
 - iii. The Purchasing Agent shall also solicit sealed bids from all responsible prospective suppliers whose names are on the bidder's list and may advertise the notice inviting bids in applicable publications.
 - iv. When deemed necessary by the Purchasing Agent or Board of Directors, any bidder may be required to submit a bid deposit or bond in an amount determined by the Purchasing Agent or Board of Directors. A successful bidder (and the bidder's surety, if a bond is furnished) shall be liable for any damages upon the bidder's failure to enter into a contract with the District or upon the failure to perform in accordance with the tenor of their bid.
 - v. When deemed necessary by the Purchasing Agent or Board of Directors, any person or entity entering into a contract with the District may be required to furnish a faithful performance deposit or bond in an amount determined by the Purchasing Agent or Board.
 - vi. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.
 - vii. At its discretion, the Board of Directors may reject all bids presented and re-advertises for bids.
 - viii. Contracts shall be awarded by the Board of Directors to the lowest responsible bidder, except as otherwise provided herein.
 - ix. All contracts shall be processed with a tracking Purchase Order and all funds encumbered at the contract value.
 - x. If two or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to the local vendor, or the Board of Directors may accept the lowest bid made by negotiation with the tie bidders and the Purchasing Agent at the time of the bid opening.

III. Award of Bid

- a. Purchase or Procurement or Contracts shall be awarded after consideration of the following factors:
 - i. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - ii. The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interface;
 - iii. The reputation and experience of the bidder;
 - iv. The previous experience of the District with the bidder;
 - v. The previous existing compliance by the bidder with federal, state, and local laws and ordinances;
 - vi. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - vii. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - viii. The ability of the bidder to provide future maintenance and service of the use of the subject of the contract;
 - ix. The number and scope of conditions attached to the bid.

- b. The provisions of this section requiring competitive bidding shall not apply to the following:
 - i. Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants;
 - ii. When the District's requirements can be met solely by a single patented article or process;
 - iii. When no bids have been received following bid announcements under other provisions of this section;
 - iv. When the amount involved is less than \$25,000;
 - v. When an emergency requires that an order is placed with the nearest source of supply;
 - vi. When a purchase involves goods of a technical nature, and it would be difficult for a vendor to bid on a standard set of specifications, the Purchasing Agent shall undertake a thorough review of known products and a comparison of features which would most closely meet the District's needs at the least cost;

- vii. For janitorial services for District buildings and facilities;
 - viii. When another agency has administered a competitive bidding process within the past two years for the same or substantially similar supplies, services or equipment and the District desires to utilize that other agency's bidding process.
- c. When the procurement falls into any of the categories listed above, and the amount does not exceed \$25,000, the Purchasing Agent may authorize the use of the other purchasing procedures set forth in this section, depending on the value of the goods or services. When the procurement falls into one of the categories listed above, and the amount exceeds \$25,000, procurement without competitive bidding must be authorized by the Board of Directors by simple majority, except as otherwise provided above.
- d. Any request for an exception under this section shall include the nature of the contract, amount of the contract, and the reasons why competitive bidding is not feasible.

IV. Purchase or Procurement of Goods or Services between \$10,000 and \$25,000

- a. All purchases or procurement for goods or services that exceed \$10,000 shall be authorized by the Board of Directors at a Regular or Special Meeting thereof.
- i. The provisions of this section requiring Board authorization shall not apply for maintenance and repair of District owned buildings or facilities.
- b. If the amount or value involved in a purchase is \$10,000 or more, but less than \$25,000, the Purchasing Agent may allow the purchase without written bid, by informal price checking through telephone or mail inquiry, comparison of prices on file or otherwise, subject to Board authorization.
- c. Every attempt shall be made to receive at least three price quotations.
- d. At the discretion of the Purchasing Agent, the acquisition of goods and services the value of which is at least \$10,000, but less than \$25,000, the formal competitive bid process may be used.

V. Purchase or Procurement between \$101 and \$10,000

If the amount or value involved in a purchase is at least \$100, but less than \$10,000, the Purchasing Agent may make the purchase, without written bid, by using purchase orders or by direct purchase and through comparison pricing from at least 3 sources via telephone, internet, written price proposal or using on site information.

- a. A summary of all purchases authorized by the Purchasing Agent (or designee) between \$5,000 and \$10,000 shall be provided to the Board of Directors on a monthly basis.

VI. Purchase or Procurement Up To \$100

If the amount or value involved in a purchase is \$100 or less, the Purchasing Agent may make the purchase, without written bid, by using direct purchase, including by using available petty cash.

VII. Credit card purchases.

It is recognized that certain authorized employees are issued a District Credit card for incidental purchases. Incidental purchases include fuel for vehicles, small supplies such as hardware, and online purchases where a credit card is the only method of payment. In addition, while traveling on District business, credit cards may be used for transportation, hotel, and meals when applicable and authorized by the General Manager. All credit card purchases shall be authorized by the General Manager. Credit Card purchases shall not be used for the purpose of evading the competitive bidding provisions of this Policy.

VIII. Purchase Orders.

All Purchase or Procurement over \$1,000 shall be documented by a purchase order prepared by the Purchasing Agent. The original copy shall be directed to the vendor and one copy shall be retained for the purchase order file. The final copy shall be directed to the department for whose benefit the purchase is being made to be used as a receiving report.

IX. Availability of Sufficient Funds.

No purchase order shall be issued until it has been ascertained that there is to the credit of the department of the District for whose benefit such purchase is to be made a sufficient unappropriated balance in excess of all unpaid obligations to defray the amount of such order.

X. Inspect and Review.

The Purchasing Agent shall require the inspection of supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications and requirements set forth in the order or contract.

XI. Surplus Supplies and Equipment.

At such times as determined by the Purchasing Agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Agent shall have the authority to sell trade or exchange all said supplies and equipment. The manner of disposing of surplus property shall be consistent with the procedures for Purchase or Procurement set forth in this section, depending on the value of the property.

XII. Splitting Orders Prohibited.

It is unlawful to split or separate into smaller orders the purchase of supplies, materials, equipment or services for the purpose of evading the competitive bidding provisions of this Policy.

XIII. Exceptions – Public Projects.

This Policy is expressly made inapplicable to bids for public projects as defined by Public Contracts Code Section 20680 and where the expenditure required for the public project exceeds the limit set by Public Contracts Code Section 20682. The provisions contained in Public Contracts Code Section 20680 et seq.

XIV. Exceptions – Contracting during Declared Emergencies, Emergency Cleanup, or Emergency Cleanup of Hazardous Materials or Waste.

When, in the discretion of the General manager, or designee, it is determined that a declared Emergency exists, or a hazardous spill has occurred and that immediate cleanup is required to prevent the spill from entering the storm drain system or any watercourse, the General Manager, or designee, may contract for the cleanup of the spill. Any such contract in the amount of \$10,000 or less may be entered into on behalf of the District by the General Manager, or designee, without prior Board of Directors approval; however, a contract in excess \$10,000 shall be ratified by the Board of Directors at the next regular or special meeting of the Town of Discovery Bay Board of Directors.

XV. Protest Procedure.

After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the General Manager. The protest must set forth the reasons for the challenge and must be filed within 10 days of the award of the contract. The General Manager shall review the protest and provide a written reply in an expeditious manner. The decision of the awarding authority with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the procedure or award of contract.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING A PROCEDURE FOR DISPOSING OF DISTRICT
OWNED SURPLUS PERSONAL PROPERTY**

WHEREAS, Town of Discovery Bay Community Services District Board of Directors on October 20, 2010 adopted Resolution No. 2010-15 adopting a revised Purchasing and Procurement Policy for the District, and

WHEREAS, Section XI of that Policy provides direction as to the disposal of surplus supplies and equipment, and

WHEREAS, District staff has identified the necessity to develop processes and procedures relating to the disposal of District owned surplus personal property and supplies.

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

SECTION 1. That the Disposal of Surplus Personal Property Procedure be adopted and included by reference as a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF February 2012.

V. Christopher Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 1, 2012, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # G

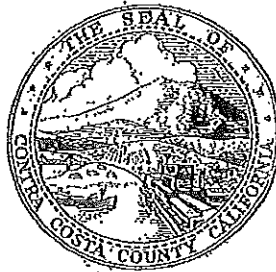
NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

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

Byron
Municipal
Advisory
Council



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260
Town Of Discovery Bay CSD
Respectfully submitted by: _____
Received

JAN 13 2012

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

DRAFT

Record of Actions

Meeting start time: 6:01 p.m.

Thursday, October 13, 2011

- 1.) Meeting called to order by Chair Juarez at 6:00 p.m. Council members Lopez and Vice Chair Schmit present. Absent: Council member Beltran.
- 2.) Public Comment: No public comment received.
- 3.) Review of Record of Actions of 1-20-11 meeting: Vice Chair Schmit made a motion to accept the Record of Actions as prepared. Second by Council member Lopez. Motion carried 3-0.
- 4.) Agency Reports
 - a.) East Contra Costa Fire Protection District: None
 - b.) Contra Costa County Sheriff's Department: None
 - c.) California Highway Patrol: No representative present. Request for a representative at an upcoming meeting from the Byron MAC members.
 - d.) Office of Supervisor Mary N. Piepho: Field Representative Cornell reported on the following items: Overview of the current openings on committees and councils; the Contra Costa County Board of Supervisor proclaimed October 9-15 Fire Protection Week; Work continues on the Contra Costa County Vasco Road Safety Improvement Project Phase One, traffic is anticipated to be shifted to either side of the concrete barrier in mid-October.
- 5.) Items for Discussion and/or Action
 - a.) Agency Comment Request for LP11-2063: Request to modify LP06-2007 an existing telecommunications facility to include changing 6 antennas and add 6 lines of coaxial cable located at 2251 Camino Diablo, Byron area.
Motion to approve without comment made by Vice Chair Schmit. Second made by Council member Lopez. Motion carried 3-0.
 - b.) Discuss 2011 Work Plan and 2012 Objectives:
Discussion regarding adding the "Help" Needed H door hangers that were sent and the cleanup of the weeds around the Byron community sign to the Activities and Accomplishments on the Work Plan. The Byron MAC members also discussed adding Illegal dumping as a priority for the Objectives for 2012
Motion to approve, with additions for submittal to the Board of Supervisor, made by Council member Lopez, Second made by Vice Chair Schmit. Motion carried, 3-0.
 - c.) Discuss drafting a letter of support regarding the Vasco Safety Improvement Project Phase II-
Motion to send the draft letter made by Vice Chair Father Ron. Second made by Council member Lopez. Motion carried 3-0. upgrades.

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.) Correspondence Key: R= Received S= Sent

- a. R-9/27/11 Contra Costa County Planning Commission Agenda for Tuesday, September 27, 2011
- b. R-10/3/11 Contra Costa County Zoning Administrator Agenda for Monday, October 3, 2011
- c. R-10/5/11 Supervisor Piepho to Byron Union School District regarding Board Order from the October 4, 2011 Contra Costa County Board of Supervisors meeting: Amendment #28-333-I
- d. R-10/5/11 Supervisor Piepho regarding a board order from the October 4, 2011 Board of Supervisors' meeting: California Department of Boating and Waterways Vessel Turn-In Program Grant
- e. R-10/5/11 Supervisor Piepho thank you to Assemblymember Buchanan for AB 348 Vasco Road Safety Enhancement Double Fine Zone
- f. R-10/5/11 Supervisor Piepho thank you to Senator DeSaulnier for AB 348 (Buchanan) Vasco Road Safety Enhancement Double Fine Zone
- g. R-10/6/11 Supervisor Piepho letter for support for TIGER grant application for monies for Vasco Road Safety Improvement project Phase 11 to Secretary LaHood
- h. R-10/11/11 Contra Costa County Planning Commission Agenda for Tuesday, October 11, 2011
- i. R-10/12/11 Contra Costa County Local Agency Formation Commission Agenda for Wednesday, October 12, 2011

7.) Future Agenda Items:

- a.) Representative from the CHP at an upcoming meeting
 - b.) Representative from the Sheriff's Department at an upcoming meeting,
- 8.) Adjourned to next meeting scheduled for December 8, 2011 at 6:00p.m..



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR

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 Council's Coalition

Delta Protection Commission

Central Contra Costa Solid Waste Authority

East Bay Economic Development Alliance

Tri Valley Transportation Committee

Discovery 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

BART 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

IAHSPAC, Central County Transportation Partnership and operation

ANSPLAN, East County Transportation Planning

January 10, 2012

Ms. Diane Stevens
573 Livingston Court
Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Ms. Stevens,

Congratulations! You have been reappointed by the Contra Costa County Board of Supervisors to serve on the P-6 Citizen Advisory Committee for Discovery Bay as of January 10, 2012. Your term expiration to this Committee will expire December 31, 2013.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 240-7260.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

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

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Lt. Johnson, Office of the Sheriff
Kevin Graves, President of the Discovery Bay CSD

MNP:lc



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

Term 03/01/2011-02/28/2012
 Received
 JAN 20 2012

COMMITTEES

Internal Operations Committee, Chair

Transportation, Water and Infrastructure Committee, Chair

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

Secramento-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

Till 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

EMT Partnership Policy Advisory Committee

East Contra Costa County Habitat Conservation Plan, District 3 Governing Board

Mental Health Commission

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

South West Area Transportation

RANSFAC, Central County Transportation Partnership and Cooperation

RANSPLAN, East County Transportation Planning

January 10, 2012

Ms. Dannica Earl
 21 Rudder Court
 Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Ms. Earl,

Congratulations! You have been reappointed by the Contra Costa County Board of Supervisors to serve on the P-6 Citizen Advisory Committee for Discovery Bay as of January 10, 2012. Your term expiration to this Committee will expire December 31, 2013.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 240-7260.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

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

Sincerely,

MARY NEJEDLY PIEPHO
 County Supervisor, District III

Cc: Lt. Johnson, Office of the Sheriff
 Kevin Graves, President of the Discovery Bay CSD

MNP:lc



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR

Town of Discovery Bay CSD

Received

JAN 20 2012

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

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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

TRANSPLAN, East County Transportation Planning

January 10, 2012

Mr. Richard Kane
2256 Cambridge Drive
Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Mr. Kane,

Congratulations! You have been reappointed by the Contra Costa County Board of Supervisors to serve on the P-6 Citizen Advisory Committee for Discovery Bay as of January 10, 2012. Your term expiration to this Committee will expire December 31, 2013.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 820-8683.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

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

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Lt. Johnson, Office of the Sheriff
Kevin Graves, President of the Discovery Bay CSD

MNP:lc

JAN 20 2012

AIR-9802

Consent

BOS Agenda

Appointments & Resignations

Date: 01/10/2012

Time (Duration):

REAPPOINTMENT TO THE P-6 CITIZEN ADVISORY COMMITTEE FOR DISCOVERY BAY

Submitted For: Mary N. Piepho, District III Supervisor

Department: Board of Supervisors District III

Noticed Public Hearing: No

Official Body: Board of Supervisors

Presenter/Phone, if applicable:

Audio-Visual Needs:

Handling Instructions:

District: District III

Contact, Phone: LEA CASTLEBERRY 240-7260

Information

Recommendation(s):

REAPPOINT the following individuals to the P-6 Citizen Advisory Committee for Discovery Bay to a term expiring December 31, 2013, as recommended by Supervisor Mary Nejedly Piepho.

Appointee 1

Diane Stevens
573 Livingston Court
Discovery Bay, CA 94505

Appointee 3

Dannica Earl
21 Rudder Court
Discovery Bay, CA 94505

Appointee 5

Richard Kane
2256 Cambridge Drive
Discovery Bay, CA 94505

Fiscal Impact:

None.

Background:

The appointees terms expired December 31, 2011. Applications were accepted and the recommendation to reappoint the above individuals was then determined.