



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
February 20, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday February 20, 2013
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 at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

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. DRAFT Minutes of previous special meeting dated February 6, 2013
2. DRAFT Minutes of previous regular meeting dated February 6, 2013
3. Approve Register of District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Town of Discovery Bay Fiscal Year 2012-13 Operating and Capital Improvement Program Budget Mid-Year Summary Report
2. Town of Discovery Bay "DRAFT" Vehicle Use Policy
3. Resolution No. 2013-05 Authorizing Access to State and Federal criminal history information for pre-employment purposes
4. Contract with GreenPlay LLC for professional consulting services related to the future planning and operational functions of the Discovery Bay Community Center
5. Influent Pump Station, Pump Station W, and Emergency Storage Lagoon Project Rehabilitation

G. VEOLIA REPORT

1. Veolia Report for January 2013

H. MANAGER'S REPORTS

1. Salinity Report Update
2. Well 7 Status Update
3. Water Leak Report for 2012

I. GENERAL MANAGER’S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES– Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated January 24, 2013
2. Community Center Status Report (No written report)

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated November 8, 2012
2. R – East Contra Costa Fire Protection District meeting minutes dated January 7, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular meeting of March 6, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay 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."



No Back Up
Documentation For
Agenda Item # C



No Back Up
Documentation For
Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 6, 2013
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 business meeting to order – 6:30 p.m. by President Tetreault
Roll Call – All present with the exception of Director Pease

B. PUBLIC COMMENT

None

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

Legal Counsel Schroeder – The Board is adjourning into Closed Session regarding action item D-1

D. CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(a):

Town of Discovery Bay Community Services District vs. SWWC Services, Inc., et al. Case No. C12-01259

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

Legal Counsel Schroeder – The Board is reconvening back into Open Session regarding Closed Session item D-1. All of the Board Members were present with the exception of Director Pease and there is no reportable action.

F. NEW BUSINESS AND ACTION ITEM

1. Approve Addendum No. 1 To Land Acquisition Cooperation Agreement with The Presbytery of San Francisco AKA Presbytery of San Francisco in trust for Delta Community Presbyterian Church (re: Athletic Club Property Purchase)

Legal Counsel Schroeder – Provided details of item F-1

Motion by: Vice-President Simon to approve Addendum No. 1 and to authorize the General Manager to execute

Second by: Director Graves

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

G. ADJOURNMENT

The meeting adjourned at 6:48 p.m. to the Regular Meeting on February 6, 2013 at 7:00 p.m. on 1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 6, 2013
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 business meeting to order – 7:00 p.m. by President Tetreault
Pledge of Allegiance – Led by President Tetreault
Roll Call – All present with the exception of Director Pease

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

None

C. PRESENTATIONS

None

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

The law enforcement report was provided for the month of January. There was discussion between the Board and the Sheriff's Office.

2. CHP Report

Officer Eric Brewer – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Board and Officer Brewer.

3. Fire District Report – No Report

4. East Contra Costa Fire Protection District Report – No Report

5. Supervisor Mary Piepho, District III Report

Karyn Cornell - Provided an update on several projects surrounding Discovery Bay.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Per Karyn Cornell there are no major reports for Discovery Bay

4. Special Districts Report** – No Report

****These meetings are held Quarterly**

F. 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. DRAFT Minutes of previous special meeting dated January 23, 2013

2. DRAFT Minutes of previous regular meeting dated January 23, 2013

3. Approve Register of District Invoices

4. Accept the work performed by Conco West, Inc. for the construction of the Dewatering Facilities & Solar Dryer #3 Project

5. Rehabilitation of four existing Sewer Manholes Structures

Motion by: Vice-President Simon to accept the Consent Calendar

Second by: Director Graves

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

G. NEW BUSINESS AND ACTION ITEMS

1. Approve and Adopt Resolution No. 2013-03 Establishing a Town of Discovery Bay Community and Recreation Center Fund

General Manager Howard – Provided details of item G-1. There was discussion between the General Manager and the Board

Motion by: Director Graves to adopt Resolution No. 2013-03 to establish a Community Center Fund

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

2. Approve and Adopt Resolution No. 2013-04 for the Purchase and Sale of the 7+/- Acre Discovery Bay Athletic Club parcel and Approve the Closing Agreement between the parties

General Manager Howard – Provided details of item G-2

Legal Counsel Schroeder – Provided additional details of item G-2

Motion by: Vice-President Simon to approve and adopt Resolution No. 2013-04 for the Purchase and Sale of the 7+/- Acre Discovery Bay Athletic Club parcel and approve the Closing Agreement between the parties

Second by: Director Graves

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

3. Consider Replacing 8-inch Water Main for Portion of Discovery Bay Boulevard

General Manager Howard – Provided details of item G-3

Water and Wastewater Manager Koehne – Provided additional details of item G-3. There was discussion between the General Manager, the Water and Wastewater Manager and the Board

Motion by: Vice-President Simon to direct staff to obtain bids for this project

Second by: Director Graves

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

H. VEOLIA REPORT

1. Monthly Operations Report for December 2012

Project Manager Berney Sadler – Provided the details of the December Monthly Operations Report. Berney Sadler introduced his replacement – Project Manager Fermin Garcia

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORT

None

K. GENERAL MANAGER'S REPORT

None

L. DISTRICT LEGAL COUNSEL REPORT

None

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Report and Recommendations from the Community Center Committee

General Manager Howard – Provided details of item M-1

Chair Graves of the Community Center Committee – Provided additional details of item M-1

Motion by: Director Graves to approve a not to exceed amount of \$120,000.00 to take care of those need to do items – Capital Improvement – out of Zone 8

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

Motion by: Director Graves to approve a net of revenues and not to exceed, \$60,000.00 in Operating money, out of Zone 8, strictly to operate the Club until the end of the Fiscal Year

Director Steele – Provided additional details of item M-1. There was discussion between the General Manager and the Board.

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

Motion by: Director Graves to approve the naming the Community Center – Discovery Bay Community Center. There were four Public Comment Speakers. The discussion continued within the Board.

Second by: Director Steele

Vote: Motion Carried – AYES: 4, NOES: ABSENT: 1 – Director Pease

General Manager Howard – Introduced Community Center Committee Member Diane Alexander

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

The meeting adjourned at 8:02 p.m. to the next regular meeting on February 20, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.07.13

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 20, 2013

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

RH

Agenda Title

Approve Register of 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 \$ 221,107.79

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)
For the Meeting on February 20, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Accountemps	37287241	Office Temp Week Endiing 02/01/13	02/06/13	\$657.00
Big Dog Computer	BDC32933	Simple IMAC	02/11/13	\$55.00
Big Dog Computer	BDC32935	Field Service on Site	02/11/13	\$190.00
Big Dog Computer	BDC32936	GOTO Manage Monthly Jan, Feb 2013	02/11/13	\$170.00
Big Dog Computer	BDC32937	GOTO Assist Remote Support	02/11/13	\$150.00
Big Dog Computer	BDC32938	On Site Labor	02/11/13	\$332.50
Big Dog Computer	BDC32939	On Site Labor	02/11/13	\$227.50
Big Dog Computer	BDC32940	Rack Space Hosted Exchange	02/12/13	\$200.00
Brentwood Ace Hardware	808/020113	Repairs to Regatta Slide (Z57)	01/31/13	\$37.54
Brut Force Janitorial	2	Janitorial Service Feb 2013	02/02/13	\$200.00
Brut Force Janitorial	2	Janitorial Service Feb 2013 (Z57,Z61)	02/02/13	\$50.00
Cash	Feb-13	Petty Cash Reimb-Travel & Meetings	02/13/13	\$28.00
Cash	Feb-13	Petty Cash Reimb-Misc Service & Supplies	02/13/13	\$59.10
Cleary Bros Landscape, Inc.	I-95571	Tree Maintenance (Z57)	01/21/13	\$760.00
Cleary Bros Landscape, Inc.	I-95573	Tree Removal and Grind Stumps (Z57,Z61)	01/21/13	\$390.00
County Of Contra Costa, Dept of Info Tec	7941	Data Processing Services Dec 2012	01/30/13	\$43.06
CPRS Disctric 3	PO# 2013-006	Agency Showcase Award Fee (Zone 9)	02/06/13	\$50.00
MegaPath	4165035	Monthly Charge Feb 2013	01/24/13	\$1,173.22
MegaPath	4165035	Telephone Installation	01/24/13	\$7,535.55
My Bark Company, Inc.	5612	ReadyPlay-Wood Fiber (Z57,Z61)	01/31/13	\$1,682.18
Nancy Hart	3626 OTTER BROOK	Closed Acct, Refund Overpayment	12/31/12	\$20.41
Office Depot	636885846001	Product Credit	12/13/12	-\$14.29
Office Depot	636885847001	Product credit	12/13/12	-\$3.04
Office Depot	641608399001	Office Supplies	01/21/13	\$92.76
Office Depot	643154341001	Office Supplies	01/25/13	\$111.42
Office Depot	643154401001	Office Supplies	01/25/13	\$6.43
Office Depot	643448056001	Office Supplies	01/13/13	\$87.84
Robert Capp Construction, Inc	2430	Plans & Permits	02/01/13	\$450.00
SDRMA	12460	Medical Benefits March 2013	02/05/13	\$634.28
Sierra Display, Inc	17236A	Street Pole Banners (Z61)	11/15/12	\$330.00
U.S. Bank Corporate Payment System	4246044555703473/113	Travel & Meetings	01/25/13	\$25.42
U.S. Bank Corporate Payment System	4246044555703473/113	Memberships, Cal Society Finance	01/25/13	\$110.00
U.S. Bank Corporate Payment System	4246044555703473/113	Telephone - General	01/25/13	\$474.45
U.S. Bank Corporate Payment System	4246044555703473/113	Telecom - Networking	01/25/13	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/113	Vehicle & Equipment - Fuel	01/25/13	\$43.06
U.S. Bank Corporate Payment System	4246044555703473/113	Building Repairs	01/25/13	\$22.79
U.S. Bank Corporate Payment System	4246044555703473/113	Office Supplies, Headsets	01/25/13	\$123.24
U.S. Bank Corporate Payment System	4246044555703473/113	Office Supplies, Projector, Misc	01/25/13	\$728.26
U.S. Bank Corporate Payment System	4246044555703473/113	Misc Service & Supplies	01/25/13	\$93.86
U.S. Bank Corporate Payment System	4246044555703473/113	Landscap Related Reimb. (Z61, Z8)	01/25/13	\$84.21
Verizon Wireless	1159362650	Cell phone charges Jan 2013	01/26/13	-\$20.69
		Administration	Sub-Total	\$17,531.06
Water				
Brentwood Ace Hardware	808/020113	For Ballards	01/31/13	\$11.69
Brentwood Ace Hardware	808/020113	Clevis Hook	01/31/13	\$14.63
Brentwood Ace Hardware	808/020113	Scews & Fastners	01/31/13	\$46.82
Brentwood Reprographics	2013-4495	Lakes @ Discovery Bay	01/24/13	\$50.93
Brut Force Janitorial	2	Janitorial Service Feb 2013	02/02/13	\$20.00
Contra Costa Health Services	IN0129114	Health Permit Well #5	01/31/13	\$377.00
Contra Costa Health Services	IN0129205	Health Permit 1800 Newport Dr	01/31/13	\$1,368.00
Contra Costa Health Services	IN0129289	Health Permit 1800 Willow Lake Rd	01/31/13	\$1,368.00
J.W. Backhoe & Construction, Inc.	1834	Wter Leak on Beaver Lane	01/31/13	\$5,889.35
J.W. Backhoe & Construction, Inc.	1837	Water Leak on Willow Lake	02/01/13	\$5,252.80
J.W. Backhoe & Construction, Inc.	1838	Water Leak on Riverlake Rd	01/31/13	\$1,233.00
J.W. Backhoe & Construction, Inc.	1840	Water Leak on Cherry Hill Dr	01/31/13	\$3,961.76
J.W. Backhoe & Construction, Inc.	1841	Water Leak on Willow Lake	01/31/13	\$4,739.35
J.W. Backhoe & Construction, Inc.	1842	Water Leak Edgeview Dr	01/31/13	\$7,914.00

J.W. Backhoe & Construction, Inc.	1843	Paved 2 spots, Bolinas & Cherry Hill	01/31/13	\$5,942.08
J.W. Backhoe & Construction, Inc.	1845	Paved 2 spots on Beaver Lane	01/31/13	\$4,836.08
Kirby's Pump & Mechanical, Inc.	2913	Well #4, Pull and Transport Pump	02/02/13	\$3,750.00
Paul E. Vaz Trucking, Inc.	23621	Hauling & Material 01/28/13	01/31/13	\$387.59
Paul E. Vaz Trucking, Inc.	23622	Hauling 01/28/13	01/31/13	\$521.57
R & B Company	S1336837.001	For Ballards	01/29/13	\$405.79
U.S. Bank Corporate Payment System	4246044555703473/113	Telephone - General	01/25/13	\$230.83
U.S. Bank Corporate Payment System	4246044555703473/113	Telecom - Networking	01/25/13	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/113	Vehicle & Equipment Fuel	01/25/13	\$299.45
U.S. Bank Corporate Payment System	4246044555703473/113	Automotive Supplies & Repair	01/25/13	\$65.14
U.S. Bank Corporate Payment System	4246044555703473/113	General Repairs	01/25/13	\$12.67
U.S. Bank Corporate Payment System	4246044555703473/113	Equipment Maintenance	01/25/13	\$32.38
U.S. Bank Corporate Payment System	4246044555703473/113	Misc. Small Tools	01/25/13	\$41.10
U.S. Bank Corporate Payment System	4246044555703473/113	Equipment Repair	01/25/13	\$27.12
Univar	SJ533029	Chemicals delivered 01/22/13	01/22/13	\$312.62
Univar	SJ533035	Chemicals Delivered on 01/22/13	01/22/13	\$172.48
Veolia Water North America	25188	Monthly O & M Feb 2013	02/08/13	\$38,628.79
Verizon Wireless	1159362650	Cell phone charges Jan 2013	01/26/13	\$91.06
Watersavers Irrigation Inc.	11254717	Misc Parts	02/06/13	\$300.13
West Coast Well Logging Services	41	Video Inspect inside Old Well #4	01/29/13	\$900.00

Water Sub-Total \$89,232.21

Wastewater

Brentwood Ace Hardware	808/020113	For Ballards	01/31/13	\$11.68
Brut Force Janitorial	2	Janitorial Service Feb 2013	02/02/13	\$30.00
Contra Costa Health Services	IN0129112	Health Permit WWTP#2	01/31/13	\$377.00
Contra Costa Health Services	IN0129113	Health Permit WWTP#1	01/31/13	\$377.00
Herwit Engineering	13-01	Consulting Services Jan 2013	02/05/13	\$4,033.76
Herwit Engineering	DB-MP-36-3	Plant #1 Fiber Optic Line	02/02/13	\$2,550.00
R & B Company	S1336837.001	For Ballards	01/29/13	\$608.69
Stantec Consulting Services Inc	660097	UV Bioassay Tests	02/01/13	\$73.41
Town of Discovery Bay CSD	9900000012001/123012	Water Bill for Lift Station F	12/30/12	\$41.96
U.S. Bank Corporate Payment System	4246044555703473/113	Telephone - General	01/25/13	\$437.34
U.S. Bank Corporate Payment System	4246044555703473/113	Telecom - Networking	01/25/13	\$42.00
U.S. Bank Corporate Payment System	4246044555703473/113	Vehicle & Equipment Fuel	01/25/13	\$111.67
U.S. Bank Corporate Payment System	4246044555703473/113	Automotive Supplies & Repair	01/25/13	\$55.47
U.S. Bank Corporate Payment System	4246044555703473/113	General Repairs	01/25/13	\$19.01
U.S. Bank Corporate Payment System	4246044555703473/113	Equipment Maintenance	01/25/13	\$48.57
U.S. Bank Corporate Payment System	4246044555703473/113	Misc. Small Tools	01/25/13	\$167.41
Veolia Water North America	25188	Monthly O & M Feb 2013	02/08/13	\$57,943.20
Verizon Wireless	1159362650	Cell phone charges Jan 2013	01/26/13	\$136.58
Watersavers Irrigation Inc.	11255332	Elbow Fittings	02/08/13	\$53.82

Wastewater Sub-Total \$67,118.57

Community Center

Kier & Wright Civil Engineers	96413	ALTA Survey and Lot Line Adj	01/31/13	\$2,284.08
Lee-Jagoe Architecture, Inc.	4319	Site Plan Modifications	01/29/13	\$1,800.00

Community Center Sub-Total \$4,084.08

Grand Total \$177,965.92

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 20, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
All Fired Up Mobile Art Studio	56034	Glaze and Firing Tiles	02/07/13	\$180.00
Bay Area News Group	2005834/0000599122	2 Postings Ordinance Parks & Rec	01/31/13	\$171.98
Big Dog Computer	BDC32934	MegaPath IMAC Simple	02/11/13	\$25.00
Brentwood Ace Hardware	808/020113	Monument Sign, Valve Drinking Fountain	01/31/13	\$126.06
Brut Force Janitorial	2	Janitorial Service Feb 2013	02/02/13	\$335.00
Cleary Bros Landscape, Inc.	I-95770	Tree Maintenance	01/21/13	\$975.00
Delta Debris Box Service	777591	Dumpster for Bench/Table Install	01/31/13	\$509.66
Discovery Bay Disposal	170001966/013113	Com 2 YD Bin	01/31/13	\$282.66
Gates & Associates	34527	Survey Work, Pickle Ball Courts	01/28/13	\$12,122.04
Quick Crete Products Corp	0094195-IN	Cornell Park Signs	01/02/13	\$4,480.47
SDRMA	2/5/2013	Cal Chambers Poster	02/05/13	\$12.00
Sierra Display, Inc	17236A	Street Pole Banners	11/15/12	\$415.00
Town of Discovery Bay CSD	88	Payroll Reimb. Nov 2012	02/07/13	\$10,096.50
U.S. Bank Corporate Payment System	4246044555703473/113	Training & Education	01/25/13	\$499.07
U.S. Bank Corporate Payment System	4246044555703473/113	Memberships	01/25/13	\$38.00
U.S. Bank Corporate Payment System	4246044555703473/113	Telephone - General	01/25/13	\$143.62
U.S. Bank Corporate Payment System	4246044555703473/113	Vehicle & Equipment Fuel	01/25/13	\$174.89
U.S. Bank Corporate Payment System	4246044555703473/113	Automotive Supplies & Repairs	01/25/13	\$16.13
U.S. Bank Corporate Payment System	4246044555703473/113	Equipment Maintenance	01/25/13	\$113.71
U.S. Bank Corporate Payment System	4246044555703473/113	Misc. Small Tools	01/25/13	\$14.58
U.S. Bank Corporate Payment System	4246044555703473/113	Office Supplies	01/25/13	\$51.12
U.S. Bank Corporate Payment System	4246044555703473/113	Grounds Maintenance	01/25/13	\$23.09
U.S. Bank Corporate Payment System	4246044555703473/113	Misc. Service & Supplies	01/25/13	\$40.00
Valley Crest Landscaping	2174967	Landscape Maintenance Feb 2013	02/10/13	\$8,457.00
Verizon Wireless	1159362650	Cell phone charges Jan 2013	01/26/13	\$66.92
			Total	\$39,369.50

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 20, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/020113	Fork Manure Tine	01/31/13	\$43.93
Brut Force Janitorial	2	Janitorial Service Feb 2013	02/02/13	\$50.00
My Bark Company, Inc.	5612	ReadyPlay-Wood Fiber	01/31/13	\$420.55
Office Depot	643448056001	Office Supplies	01/13/13	\$55.52
Pacific Gas & Electric	04033779523/0213	Gas & Electric charges 01/08/13-02/06/13	02/07/13	\$39.82
SDRMA	2/5/2013	Cal Chambers Poster	02/05/13	\$13.00
Town Of Discovery Bay CSD	9-900-000-004-3.03	Water Billing 10/16-12-11/15/12	11/15/12	\$366.15
Town Of Discovery Bay CSD	89	Payroll Reimb. Nov 2012	02/07/13	\$1,870.13
U.S. Bank Corporate Payment System	4246044555703473/113	Training & Education	01/25/13	\$283.50
U.S. Bank Corporate Payment System	4246044555703473/113	Memberships	01/25/13	\$38.00
U.S. Bank Corporate Payment System	4246044555703473/113	Telephone - General	01/25/13	\$42.61
U.S. Bank Corporate Payment System	4246044555703473/113	Vehicle & Equipment Fuel	01/25/13	\$366.81
U.S. Bank Corporate Payment System	4246044555703473/113	Misc. Service & Supplies	01/25/13	\$115.44
Verizon Wireless	1159362650	Cell phone charges Jan 2013	01/26/13	\$66.91
			Total	\$3,772.37



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 20, 2013

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

Agenda Title

Town of Discovery Bay Fiscal Year 2012-13 Operating and Capital Improvement Program Budget Mid-Year Summary Report

Recommended Action

Receive and File (Informational Only)

Executive Summary

Staff is pleased to report that the combined Town of Discovery Bay FY 2012-13 Operating and Capital Improvement Program Budgets are on an overall target to meet revenue and expenditure projections for the year ending June 30, 2013. Additionally, projected Revenues of \$9.1 Million are expected to reach anticipated levels. Expenditures in the Operations and Maintenance (O&M) budget are expected to reach a target of \$5M. Capital expenditures are anticipated to be \$5.9M of the adopted budget of \$5,920,181.00. At this time, and barring any emergencies, it is anticipated that we will end the current fiscal year within anticipated expenditure and revenue estimates.

Operations and Maintenance Budget

There are three areas of concern where the operating budget will likely exceed expenditure projections. As is always the case, there have been costs this fiscal year which were unanticipated. While we budget prudently, the District has experienced increases in the Preventative & Corrective account as well as Information Systems Maintenance.

Budget increases in the area of Information Systems Maintenance were mainly due to unanticipated IT assistance necessary for staff and unanticipated increase in the conversion of our new phone system and internet upgrade. Unfortunately, the infrastructure needed from the service provider (AT&T) was not in place and it was necessary to construct the backbone for the network. The previous internet and phone service were basic, similar to a residential setup. It was not uncommon for all three of our phone lines to be tied up at once and no one could call in or out until a line was freed up. Additionally, internet was hampered by users and systems that are web based, thus it was not uncommon to experience extremely slow down and upload speeds. The upgrades have made significant improvement over previous systems. For FY 2012-13, \$16,800.00 was budgeted, however, it is anticipated that actual year end expenditures will approach \$30,000.00. An additional \$15,200.00 will likely be necessary for the remainder of the fiscal year as we transition our email system to an enterprise system and developing a Virtual Private Network (VPN). Also taking place this fiscal year was upgraded security to protect our information and data. As this is operating and adequate funds exist elsewhere within the budget, no budget amendment will be necessary.

The other major area of concern is the Preventative & Corrective fund. This is a contractually obligated fund that is established at \$107,000.00. The fund is utilized by Veolia for purchase and/or repair of equipment that needs attention. Currently, we are trending to spend approximately \$160,000.00. This was in part the result of Veolia invoices from May 2011 thru December 2011 that were paid this Fiscal Year. However, as Veolia has worked effortlessly to make improvements to our system of pumps, motors, valves and other equipment, additional funds have been spent on these efforts. While necessary, they are increases nonetheless.

Trouble spots that were brought to the attention of the Board in previous year's mid-year budget review included the O&M areas of General Repairs (both Water/Sewer and Pumps); electricity; and chemicals. Based upon Board action to adjust those areas (and participation in a consortium of other water utilities, chemical costs have been reduced by 50% as a result), this year's expenses are tracking with the adopted budget.

The remainder of the Operating and Maintenance budget is generally on target, with generally accepted variances, both up and down. As the current fiscal year end approaches, staff will continue to monitor expenditures. For the first six months of this fiscal year, 55% of the overall Operating budget has been spent. However, costs associated with litigation, and the purchase of

the Community Center are also included, but not budgeted, thus increasing the overall budget.

Capital Budget

From a mid-year standpoint, staff spent a considerable amount of time finalizing project scopes and reviewing project status with vendors for previously approved Capital Improvement Projects (CIP). Staff will review the Capital Improvement Program at the time this item is brought up. However, it is safe to say that almost every authorized project included within this year's CIP is either complete or underway. Significant progress has also been made towards the design and eventual construction of those projects identified for long term capital financing.

Summary

Staff continues to evaluate opportunities for cost savings. The single largest expense, other than our water and wastewater contractor is the cost of electricity. It has been discussed previously that the District is a large consumer of electricity as many of our facilities operate 24/7/365 and require massive amounts of power. It will be staff's goal in the coming year to address this expense and look at methods to moderate energy consumption. Staff has attended regional meetings on Renewable Energy Procurement which endorses a sustainable energy source using recognized innovation and manufacturing focused on clean energy and water technology. Staff has also met with Veolia Water and various other industry leaders in energy conservation techniques. It is the goal of the District to achieve reduced dependence on PG&E with a focus on energy efficiency and renewable energy sources. For example, staff is currently in the process of evaluating and testing LED lights at our facilities, and has begun the discussion of the possible implementation of Solar generated electricity at Wastewater Plant No. 2 that may moderate the additional electric needs of our newly constructed facilities.

Overall, the Town of Discovery Bay Operating and Capital Improvement Program Budget for FY 2012/13 remains balanced, with revenues expecting to reach targeted projections and expenditures are estimated to be within approved budget authorization limits.

Fiscal Impact:

Amount Requested \$ N/A

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

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

Previous Relevant Board Actions for This Item

Adoption of FY 2012-13 Operating and Capital Improvement Program Budgets

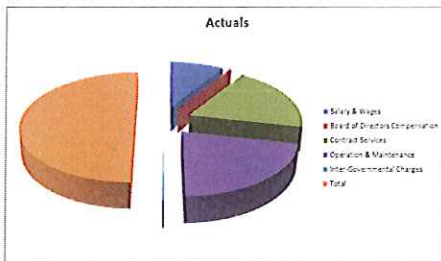
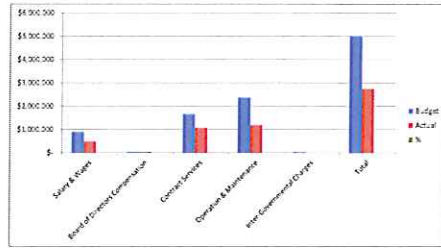
Attachments

Mid Year Reports: FY 2012-13 Operating and Capital Improvement Program Budgets

AGENDA ITEM: F-1

Town of Discovery Bay CSD						
12/31/2012						
Account No.	Account Description	Budget	Expenses	Encumbrance	YTD Total Expense	Remaining %
Salary & Wages						
7200	Salary & Wages	\$ 569,000	\$ 569,294	\$ -	\$ 569,294	100%
7201	Overtime	\$ 8,000	\$ -	\$ -	\$ 8,000	100%
7202	SSN/ODAS (Employer)	\$ 18,000	\$ 18,224	\$ -	\$ 18,224	100%
7203	CA (Full)	\$ 8,000	\$ 8,224	\$ -	\$ 8,224	100%
7204	Group Insurance	\$ 38,400	\$ 38,200	\$ -	\$ 38,200	100%
7205	Workers Comp	\$ 18,000	\$ 18,224	\$ -	\$ 18,224	100%
7206	457B Plan	\$ 15,700	\$ 15,511	\$ -	\$ 15,511	100%
7207	Paid Burialment of Wages	\$ 149,000	\$ 149,927	\$ -	\$ 149,927	100%
7208	Overtime	\$ 8,000	\$ -	\$ -	\$ 8,000	100%
7209	SSN/ODAS (Employer)	\$ 18,000	\$ 18,224	\$ -	\$ 18,224	100%
7210	CA (Full)	\$ 8,000	\$ 8,224	\$ -	\$ 8,224	100%
7211	Paid Burialment of Insurance	\$ 5,100	\$ -	\$ -	\$ 5,100	100%
7212	Paid Burialment of 457B Plan	\$ 8,800	\$ -	\$ -	\$ 8,800	100%
7213	Vacation	\$ 4,200	\$ -	\$ -	\$ 4,200	100%
7214	Auto Allowance	\$ 8,400	\$ 8,388	\$ -	\$ 8,388	100%
7215	Temporary Employees	\$ 416,800	\$ 416,063	\$ -	\$ 416,063	100%
Total Salary & Wages		\$ 946,800	\$ 946,063	\$ -	\$ 946,063	100%
Board of Directors						
7125	Board of Directors Compensation	\$ 36,000	\$ 36,054	\$ -	\$ 36,054	100%
7126	Travel & Meetings - BOB	\$ 2,000	\$ 2,138	\$ -	\$ 2,138	100%
7127	Training & Education - BOB	\$ 2,000	\$ 2,138	\$ -	\$ 2,138	100%
Total Board of Directors Compensation		\$ 40,000	\$ 40,330	\$ -	\$ 40,330	100%
Contract Services						
7270	Outside Services	\$ -	\$ 199	\$ -	\$ 199	100%
7271	Consulting Services	\$ 219,000	\$ 219,234	\$ 1,500	\$ 219,734	100%
7272	Waste Water Service Contract	\$ 119,000	\$ 119,438	\$ -	\$ 119,438	100%
7273	Professional Fees	\$ 2,400	\$ 2,397	\$ -	\$ 2,397	100%
7274	Contract Services	\$ -	\$ 26,956	\$ -	\$ 26,956	100%
7275	Preventative & Corrective	\$ 107,000	\$ 107,535	\$ -	\$ 107,535	100%
7276	Contract Mgmt	\$ 16,000	\$ 15,929	\$ -	\$ 15,929	100%
7277	Legal - General	\$ 123,500	\$ 123,286	\$ -	\$ 123,286	100%
7278	Legal - Contract Admin	\$ -	\$ -	\$ -	\$ -	100%
7279	Legal - Litigation	\$ -	\$ 9,162	\$ -	\$ 9,162	100%
7280	Legal	\$ 123,500	\$ 132,448	\$ -	\$ 132,448	100%
7281	Accounting	\$ -	\$ -	\$ -	\$ -	100%
7282	Actual Audit Fees	\$ 27,150	\$ 27,110	\$ -	\$ 27,110	100%
7283	Accounting	\$ 27,150	\$ 27,110	\$ -	\$ 27,110	100%
Total Contract Services		\$ 662,050	\$ 662,818	\$ 1,500	\$ 662,818	100%
Operation & Maintenance						
7312	Travel & Meetings	\$ 7,500	\$ 8,273	\$ -	\$ 8,273	100%
7313	Printing & Education	\$ 7,000	\$ 6,770	\$ -	\$ 6,770	100%
7314	Dues & Subscriptions	\$ 500	\$ -	\$ -	\$ -	100%
7315	Memberships	\$ 18,000	\$ 21,435	\$ -	\$ 21,435	100%
7316	Company Sponsored Events	\$ 5,500	\$ -	\$ -	\$ -	100%
7317	Event Expenses	\$ 9,000	\$ -	\$ -	\$ -	100%
7318	Advertising	\$ -	\$ 845	\$ -	\$ 845	100%
7319	Public Relations	\$ -	\$ -	\$ -	\$ -	100%
7320	Internet Website	\$ -	\$ -	\$ -	\$ -	100%
7321	Public Communications and Ad	\$ 5,000	\$ 110	\$ -	\$ 110	100%
7322	PA, Advertising & Elections	\$ 14,000	\$ 934	\$ -	\$ 934	100%
7323	Telephone - General	\$ 8,000	\$ 8,224	\$ -	\$ 8,224	100%
7324	Telecom - Cellular	\$ 800	\$ 823	\$ -	\$ 823	100%
7325	Telemarketing	\$ 8,000	\$ 7,928	\$ -	\$ 7,928	100%
7326	Telecommunications	\$ 17,800	\$ 11,336	\$ -	\$ 11,336	100%
7327	Road/Construction Materials	\$ -	\$ 749	\$ -	\$ 749	100%
7328	Materials	\$ -	\$ 749	\$ -	\$ 749	100%
7329	Diesel Fuel	\$ 10,000	\$ 4,458	\$ -	\$ 4,458	100%
7330	Vehicle & Equipment - Fuel	\$ 20,000	\$ 5,051	\$ -	\$ 5,051	100%
7331	Automotive Supplies & Repairs	\$ -	\$ 8,311	\$ -	\$ 8,311	100%
7332	Automotive Repairs & Repairs	\$ 32,000	\$ 14,814	\$ -	\$ 14,814	100%
7333	General Repairs - Pumps	\$ 100,000	\$ 23,791	\$ -	\$ 23,791	100%
7334	General Repairs	\$ 550,000	\$ 220,045	\$ 2,279	\$ 222,324	100%
7335	ATV/UTV Repairs - Fuel/Oil	\$ 5,000	\$ 26,724	\$ -	\$ 26,724	100%
7336	Social Equipment	\$ 3,000	\$ 9,311	\$ -	\$ 9,311	100%
7337	Info System - Maintenance	\$ 16,800	\$ 25,139	\$ -	\$ 25,139	100%
7338	Equipment Maintenance	\$ 4,500	\$ 4,799	\$ -	\$ 4,799	100%
7339	Building Repairs	\$ -	\$ -	\$ -	\$ -	100%
7340	Computer Equipment & Supplies	\$ 10,900	\$ 11,337	\$ 4,815	\$ 16,152	100%
7341	Miscellaneous Small Tools	\$ 5,000	\$ 1,511	\$ -	\$ 1,511	100%
7342	Equipment Repairs	\$ 1,000	\$ 396	\$ -	\$ 396	100%
7343	Computer Software	\$ 11,500	\$ 8,355	\$ 150	\$ 8,505	100%
7344	Excessed Equipment	\$ -	\$ -	\$ -	\$ -	100%
7345	Repairs & Maintenance	\$ 707,700	\$ 315,227	\$ 7,244	\$ 322,471	100%
7346	Capital Expenditures/Repairs	\$ 2,000	\$ 29	\$ -	\$ 29	100%
7347	Minor Equipment/Furniture/CSI	\$ 500	\$ -	\$ -	\$ -	100%
7348	Office Furniture	\$ 300	\$ 39	\$ -	\$ 39	100%
7349	Postage	\$ 2,500	\$ 1,263	\$ -	\$ 1,263	100%
7350	Office Supplies	\$ 6,000	\$ 4,811	\$ -	\$ 4,811	100%
7351	Office Supplies	\$ 11,500	\$ 6,215	\$ -	\$ 6,215	100%
7352	County Required Maintenance	\$ -	\$ -	\$ -	\$ -	100%
7353	Rent/Police/Medical	\$ 500	\$ -	\$ -	\$ -	100%
7354	Building Rent	\$ -	\$ -	\$ -	\$ -	100%
7355	Equipment Rental/Lease	\$ -	\$ 320	\$ -	\$ 320	100%
7356	Facility Maintenance-Landscaping	\$ 4,000	\$ 7,962	\$ -	\$ 7,962	100%
7357	Building Maintenance	\$ 35,000	\$ 12,463	\$ 812	\$ 13,275	100%
7358	Plant & Facility Expense	\$ 33,500	\$ 9,146	\$ 510	\$ 9,656	100%
7359	Insurance - Liability	\$ 28,514	\$ 43,726	\$ -	\$ 43,726	100%
7360	Insurance - General	\$ 1,233	\$ -	\$ -	\$ -	100%
7361	Insurance - Property	\$ 21,832	\$ 22,543	\$ -	\$ 22,543	100%
7362	Insurance - Umbrella	\$ 15,354	\$ -	\$ -	\$ -	100%
7363	Insurance	\$ 47,633	\$ 66,269	\$ -	\$ 66,269	100%
7364	Permits & Fees	\$ 47,000	\$ 28,033	\$ -	\$ 28,033	100%
7365	Special Expense	\$ 100	\$ 144	\$ -	\$ 144	100%
7366	MISCED Allowances	\$ 25,000	\$ -	\$ -	\$ -	100%
7367	Permits & Fees	\$ 63,100	\$ 23,219	\$ -	\$ 23,219	100%
7368	Litigation/Electrical Cost	\$ 76,000	\$ 337,870	\$ -	\$ 337,870	100%
7369	Litigation/Waste	\$ -	\$ 7	\$ -	\$ 7	100%
7370	Litigation/Waste Cost	\$ -	\$ -	\$ -	\$ -	100%
7371	Litigation	\$ 76,000	\$ 337,877	\$ -	\$ 337,877	100%
7372	Chemicals	\$ 82,500	\$ 26,824	\$ -	\$ 26,824	100%
7373	Freight	\$ 2,500	\$ 39	\$ -	\$ 39	100%
7374	UPS/Computer	\$ -	\$ -	\$ -	\$ -	100%
7375	Freight	\$ 2,500	\$ 293	\$ -	\$ 293	100%
7376	Miscellaneous Bank Charges	\$ 500	\$ 134	\$ -	\$ 134	100%
7377	Miscellaneous Services & Suppl	\$ 2,500	\$ 1,629	\$ -	\$ 1,629	100%
7378	Miscellaneous Reimbursable	\$ 1,000	\$ 414	\$ -	\$ 414	100%
7379	Landscaping Related Reimbursable	\$ 200,000	\$ 32,811	\$ 7,436	\$ 40,247	100%
7380	Unreimbursable Charges	\$ 8,000	\$ -	\$ -	\$ -	100%
7381	GI Excelsior	\$ -	\$ -	\$ -	\$ -	100%
7382	Miscellaneous	\$ -	\$ 12,844	\$ -	\$ 12,844	100%
7383	Bad Debt	\$ -	\$ 15,750	\$ -	\$ 15,750	100%
7384	Special Expense	\$ -	\$ 1,952	\$ -	\$ 1,952	100%
7385	Credit Memo	\$ -	\$ 15,137	\$ -	\$ 15,137	100%
7386	Operating Transfer Out	\$ -	\$ -	\$ -	\$ -	100%
7387	Debt Services	\$ 400,000	\$ 154,917	\$ -	\$ 154,917	100%
7388	Interest & Fees	\$ -	\$ -	\$ -	\$ -	100%
7389	Other	\$ 818,000	\$ 256,794	\$ 7,416	\$ 264,210	100%
Total Operations & Maintenance		\$ 2,378,933	\$ 1,134,243	\$ 15,241	\$ 1,175,189	51%
Inter-Governmental Charges						
7391	Cost of Goods Sold (COGS)	\$ -	\$ -	\$ -	\$ -	100%
7392	Taxes & Assessments	\$ 1,000	\$ -	\$ -	\$ -	100%
7393	Interfund Investment Property	\$ -	\$ -	\$ -	\$ -	100%
7394	Reimbursement for County Admin	\$ -	\$ -	\$ -	\$ -	100%
7395	Revenue Collection	\$ -	\$ -	\$ -	\$ -	100%
7396	Investment Fee	\$ 200	\$ -	\$ -	\$ -	100%
7397	Cost Processing/Paid Allow T	\$ 2,400	\$ 140	\$ -	\$ 140	100%
7398	Accounting/A/R, A/P, GLI	\$ 2,000	\$ -	\$ -	\$ -	100%
7399	Public Works - Permits	\$ 12,000	\$ 655	\$ -	\$ 655	100%
7400	Property Taxes	\$ 10,000	\$ 4,963	\$ -	\$ 4,963	100%
7401	Interest Expense	\$ -	\$ -	\$ -	\$ -	100%
7402	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	100%
7403	Gain/Loss Disposal/Sale of	\$ -	\$ -	\$ -	\$ -	100%
Total Inter-Governmental Charges		\$ 22,600	\$ 3,758	\$ -	\$ 3,758	22%
Total Operating Budget		\$ 5,012,133	\$ 2,619,647	\$ 16,241	\$ 2,748,072	45%

	12/31/2012	Budget	Actual	Utilized %	Remaining %
Salary & Wages	\$ 569,000	\$ 482,029	\$ 544,429	94%	4%
Board of Directors Compensation	\$ 41,750	\$ 15,755	\$ 36,054	86%	6%
Contract Services	\$ 1,667,050	\$ 1,062,388	\$ 1,111,111	67%	31%
Operation & Maintenance	\$ 2,378,933	\$ 1,175,189	\$ 1,175,189	49%	51%
Inter-Governmental Charges	\$ 22,600	\$ 3,758	\$ 3,758	21%	72%
Total	\$ 5,012,133	\$ 2,748,072	\$ 2,748,072	55%	45%



FY 2012-2013 Capital Improvement Budget		2012/2013 Budget	Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	SUM 12/13-16/17
3000	Equipment	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
	Electronic Message Board	\$ 70,000					\$ 70,000
	Boom Lift	\$ 25,000					\$ 25,000
	Security Camera's	\$ 10,000					\$ 10,000
3120	CIP wastewater	\$ 310,000	\$ 335,000	\$ 816,400	\$ 4,221,300	\$ 2,211,300	\$ 7,894,000
	Secondary Effluent Pump Station Modifications				\$ 250,000		\$ 250,000
	Secondary Effluent Equalization				\$ 680,000		\$ 680,000
	Effluent Filtration			\$ 461,400	\$ 2,076,300	\$ 2,076,300	\$ 4,614,000
	Revise UV Disinfection Weirs						\$ -
	Conduct UV Disinfection Viral Bioassay Test						\$ -
	Upgrade UV Disinfection			\$ 120,000	\$ 1,080,000		\$ 1,200,000
	Add Pump to Export Pump Station			\$ 100,000			\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer						\$ -
	Collection System Pump Station Improvements	\$ 110,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000
	SCADA Improvements	\$ 150,000	\$ 200,000				\$ 350,000
	Fiber to Plant 1	\$ 50,000					\$ 50,000
3135	CIP Water	\$ 251,400	\$ 648,020	\$ 1,652,380	\$ 1,161,200	\$ 28,800	\$ 3,741,800
	Source Capacity						\$ -
	Well 7	\$ 221,400	\$ 627,300	\$ 627,300			\$ 1,476,000
	Well 8			\$ 758,000	\$ 758,000		\$ 1,516,000
	Well 1B pump Equipment Upgrade	\$ 30,000					\$ 30,000
	Treatment Filter at Willow Lake						\$ -
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls		\$ 20,720	\$ 238,280			\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation			\$ 28,800	\$ 331,200		\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls				\$ 72,000		\$ 72,000
	Recycle Pump Upgrade - Newport					\$ 28,800	\$ 28,800
3150	Structures & Improvements Wastewater	\$ 4,568,781	\$ 4,808,390	\$ 3,086,710	\$ -	\$ -	\$ 12,463,881
	Influent Pump Station Modifications	\$ 58,882	\$ 981,360				\$ 1,040,242
	RE-Activate Pump Station W	\$ 21,319	\$ 355,320				\$ 376,639
	Emergency Storage Facilities	\$ 14,580	\$ 114,210	\$ 114,210			\$ 243,000
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	\$ 605,000	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000
	Reverse Osmosis Facilities						\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	\$ 3,466,000	\$ 385,000				\$ 3,851,000
	Rehab Manholes	\$ 18,000					\$ 18,000
	Raise Manholes	\$ 10,000					\$ 10,000
	Spare NTU Sensor	\$ 60,000					\$ 60,000
	Road Crossing Ramps	\$ 15,000					\$ 15,000
	Salinity Project	\$ 50,000					\$ 50,000
	Lift Station F Rehab		\$ 250,000	\$ 250,000			\$ 500,000
	UV Bank	\$ 250,000	\$ -				\$ 250,000
3165	Structures & Improvements Water	\$ 185,000	\$ 250,000	\$ 336,400	\$ 1,743,600	\$ 610,960	\$ 3,125,960
	Water Distribution System						\$ -
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	\$ 150,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960
	Storage Tanks						\$ -
	New Water Storage Tank - Newport WTP			\$ 86,400	\$ 993,600		\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade	\$ 25,000					\$ 25,000
	Security Door Locks	\$ 10,000					\$ 10,000
3180	Infrastructure Replacement Fund	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Sewer Infrastructure Replacement Program	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Pumps/Motors Replacement Fund Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Water Infrastructure Replacement Program	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Facilities & Vehicles Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital	\$ 762,842					\$ 762,842
	Capital Totals	\$ 1,429,400	\$ 1,085,000	\$ 1,643,000	\$ 2,143,000	\$ 1,245,960	\$ 7,546,360
	Bond Financed Totals	\$ 4,637,181	\$ 5,435,690	\$ 3,714,010	\$ -	\$ -	\$ 13,786,881
	Growth Induced Totals		\$ 20,720	\$ 1,034,880	\$ 5,483,100	\$ 2,105,100	\$ 8,643,800
	Total Capital	\$ 5,920,181	\$ 6,541,410	\$ 6,391,890	\$ 7,626,100	\$ 3,351,060	\$ 29,830,641
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital	\$ 6,683,023	\$ 6,541,410	\$ 6,391,890	\$ 7,626,100	\$ 3,351,060	\$ 30,593,483



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 20, 2013

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

Agenda Title

Town of Discovery Bay "DRAFT" Vehicle Use Policy

Recommended Action

As Necessary

Executive Summary

The Town of Discovery Bay owns and operates a fleet of vehicles and equipment that are necessary to carry out the business and service delivery functions of the Town.

While there is a travel and reimbursement policy in place dealing with employees and members of the board who travel on official business, there is not a policy in place that covers the day-to-day driving of employees who are assigned a vehicle for their daily work duties. The draft Vehicle Use Policy proposes to establish a set of guidelines that protects the Town, and the employee.

The draft policy is a "model" policy that was obtained from a large joint powers insurance pool comprised of public agencies throughout the State of California, and is provided to their member agencies for adaptation to a particular agency's needs. Staff has modified the policy in order to meet the needs of the Town of Discovery Bay.

In addition, staff has forwarded a copy of the draft to our insurance provider, the Special District Risk Management Authority (SDRMA), to ensure that the draft complies with the rules and regulations of SDRMA.

At this time, the Policy is in draft form, and staff is looking for input and feedback.

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

Attachments

"DRAFT" Vehicle Use Policy

AGENDA ITEM: F-2



Town of Discovery Bay
“A Community Services District”
Board Policy

VEHICLE USAGE POLICY

I. PURPOSE

This policy establishes procedures regarding the effective and economical usage of Town of Discovery Bay owned and privately owned vehicles operated during the course of District business. Use of District owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance.

II. AUTHORITY

This has been approved by the District for use in matters regarding the use of all vehicles operated during the course of District business. This policy does not apply to commercial motor vehicles.

III. ASSIGNMENT OF RESPONSIBILITY

- A. The General Manager, or Designee, shall maintain a list of all employees who may be required to drive District owned or privately owned vehicles on District business. The General Manager shall also be responsible for overseeing the implementation of necessary driver training programs and ensuring that employees who require such training are in attendance.
- B. The General Manager shall coordinate all required training and maintain related records. Additionally, the General Manager shall ensure that evidence of insurance and driver's license information are maintained in each employee's file. The General Manager shall also receive and record Department of Motor Vehicles Pull Notice reports, and act accordingly if additional training is necessary.
- C. The General Manager shall review all accidents to determine whether an accident was preventable or non-preventable, and to make any necessary disciplinary recommendations.
- D. Supervisors shall routinely monitor the driving of each employee during the course of performing the employee's job-related driving

responsibilities. Supervisors shall also perform necessary accident reporting requirements as stated in Section X.

- E. All District employees shall promptly provide insurance and driver license information when notified that their job duties include driving either a District owned or privately owned vehicle. Employees are to comply with all training and other reporting requirements of this policy.

IV. DEFINITIONS

- A. Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- B. Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.
- C. District Owned Vehicle: any vehicle owned by the District, and assigned on a shared, designated, or permanent basis.
- D. Privately Owned Vehicle: any personally owned vehicle used by an employee, whether owned by the employee or not.
- E. Vehicle Operator: any employee who is either operating a District owned vehicle or is operating a personally owned vehicle on District business.
- F. District Business: activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles, District business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines and the District's Travel Reimbursement Policy.

V. VEHICLE TYPES AND USE

- A. Use of District Owned Vehicles
 - 1. District owned vehicles fall into the following three categories, and have restrictions based upon type and use:
 - a. Vehicles that are kept overnight at District facilities, and are assigned for use on a shared or designated basis during the course of daily District business. Personal use is expressly prohibited.
 - b. Vehicles that are assigned to managers on a permanent basis, and used for daily commuting to and from the District.

According to the Internal Revenue Service, commuting to and from work and any other incidental personal usage is not considered official use, and shall be reported as taxable income. Employees authorized under this section are expressly prohibited from using the assigned vehicle for personal use. Employees may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work. This section applies only if the employee lives within a fifteen (15) mile radius of the Town of Discovery Bay. If the employee lives outside of a fifteen (15) mile radius, the employee is strictly prohibited from commute travel.

c. Vehicles that are designed for emergency or on-call use, and authorized for use to and from work in order to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work.

2. Only District employees are authorized to operate District owned vehicles. For purposes of this section, members of the Board of Director's are not considered District Employees.
3. District owned vehicles are for transporting only those employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to District interests.
4. Under no circumstances shall family members or friends be transported in District owned vehicles, including those that are authorized for use commuting to and from the District or designated for emergency or on-call use. Limited exceptions may be authorized in writing by the General Manager on a case by case basis.
5. Employees who have a District owned vehicle permanently assigned to them and/or District owned vehicles assigned for use within their department are responsible for ensuring that only those persons with a valid driver's license and on official District business are allowed the use of the District owned vehicle.

B. Use of Privately Owned Vehicles

There are times in which the use of an employee's personal vehicle is preferable because either a District owned vehicle is not available or because the use of a privately owned vehicle is deemed more efficient.

When such is the case, the following shall be applied:

1. An employee may use his/her privately owned vehicle when the employee has transportation needs for District business and upon written authorization by his/her supervisor.
2. Employees who regularly use their own privately owned vehicles on District business must notify their insurance company of such use.
3. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel, and to make substantiated claims for reimbursement per the District's reimbursement policy. The vehicle and/or mileage allowance is intended to cover the employee's cost of operating the vehicle on District business, including the cost of insurance. Further, all operating expenses of the privately owned vehicles are to be borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance. The acceptable methods of verifying mileage reimbursements shall be noted for each point-to-point trip segment. To calculate these distances the use of Yahoo! Maps, MapQuest, or Google Maps.
4. The District is not liable for any damage to an employee's privately owned vehicle, unless caused by the District's negligence (employee's negligence excepted). It is the responsibility of the employee operating the vehicle to notify his/her immediate supervisor, the Department of Motor Vehicles, and the employee's insurance company in the case of any accident. If an employee is responsible for an accident either while driving a District owned or personally owned vehicle, his/her own automobile insurance premiums may be increased.

VI. DRIVER TRAINING

Those employees who drive District owned vehicles are required to complete a defensive driver training course. Consideration should also be given to other employees who are regularly using privately owned vehicles as part of their essential job functions.

- A. New employees shall complete a defensive driver training at the first available course date after the commencement of employment. Instruction shall also be provided to make certain that such employees are familiar with this policy.
- B. Current employees who change assignments to include driving a District owned vehicle are similarly required to complete the provisions as stated

in this section.

- C. All employees who are required to participate in defensive driver training shall be required to repeat such training at least once every three years.

VII. GENERAL GUIDELINES

- A. Employees shall obey all Federal, State and local laws while operating either District owned pool or privately owned vehicles on official District business.
- B. It is the responsibility of the employee operating either a District owned or privately owned vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.
- C. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- D. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- E. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on District business shall be covered by workers' compensation.
- F. When the vehicle operator is determined to be involved in a preventable accident, the employee's manager shall recommend disciplinary action subject to review and approval by the General Manager.
- G. Alcoholic beverages and drugs shall not be transported or placed in any District owned pool or privately owned vehicle.
- H. Any employee who operates a District owned vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.
 - 1. Before operating the vehicle and at least once a day, the employee shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights and windshield washers are functioning properly.
 - 2. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor for scheduling of repairs.

3. No employee shall operate a District owned vehicle found to be in an unsafe condition.

VIII. USE OF ELECTRONIC DEVICES

Employees shall refrain from operating cellular telephones, laptop computers, navigational devices and any other device that may cause vehicle operator distraction while operating a District owned or privately owned vehicle in the course of conducting District business. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

IX. RENTAL VEHICLES

When it is necessary for a District employee to use a rental vehicle for District business, the employee shall utilize every reasonable effort to obtain the lowest possible rate for the time of use. Optional loss damage coverage should be purchased from the rental agency at the time the vehicle is rented.

X. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a District owned vehicle, rented or leased vehicle or privately owned vehicle used in the performance of District duties shall be reported as follows:

- A. The vehicle operator shall summon medical care for any injured parties.
- B. The vehicle operator shall notify appropriate law enforcement agencies.
- C. The vehicle operator shall collect information about the other parties involved by completing the "Accident Kit" located in the District owned vehicle's glove box or obtained from the general Manager, or Designee.
- D. The vehicle operator shall notify his/her supervisor. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required District reports and recommend action to the General Manager.
- E. The supervisor shall notify the General Manager.
- F. The vehicle operator must report the accident to the DMV if more than \$750 in damage was done to the property of any person or District, or anyone was injured (no matter how slightly) or killed. The report must be filed, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended. The police or

California Highway Patrol will not file this report.

XI. INSURANCE

Proof of insurance is required before any privately owned vehicle can be authorized for District business, and shall be provided to the General Manager, or Designee annually thereafter, no later than thirty (30) days after the policy renewal date.

A. Insurance Requirements

1. Employees who receive a monthly vehicle allowance shall maintain coverage in an amount not less than \$100,000 per person/ \$300,000 per occurrence (or a combined single limit of \$300,000) and property damage coverage in an amount not less than \$100,000 per occurrence.
2. Employees that do not receive a monthly vehicle allowance and are authorized to use privately owned vehicles on District business shall maintain minimum coverage in an amount not less than \$50,000 per person/\$100,000 per occurrence (or a combined single limit of \$100,000) and property damage coverage in an amount not less than \$50,000 per occurrence.

B. California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

C. The District shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident.

D. In the event of an accident, the employee is responsible for paying any deductibles the insurance company may require.

E. If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the immediate supervisor must be notified by the employee and the vehicle shall not be used for District service.

F. When an employee operating a District owned vehicle is involved in an accident, defense and settlement of any claim shall be the responsibility of the Special District Risk Management Agency (SDRMA), to the maximum protection limit. If an employee operating a District owned vehicle is sued independently as a result of an at-fault accident, the SDRMA may provide coverage to that employee if the accident qualifies as a covered

occurrence.

- G. Should an employee using his/her privately owned vehicle on District business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier shall respond to defend the employee. Should a claim exceed the limits of the employee's liability insurance coverage, the SDRMA liability protection program would respond in an excess capacity if the accident qualifies as a covered occurrence.

XII. DRIVER'S LICENSE

- A. All District employees authorized to use District owned or privately owned vehicles on District business must possess a valid California driver's license and provide proof of licensing upon hire.
- B. All District employees must maintain a driver's license appropriate for the class of vehicle to be driven.
- C. An employee whose driver's license is suspended or revoked for any reason must notify their supervisor no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any District owned or privately owned vehicles on District business.
- D. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate District or privately owned vehicles in the performance of official District duties.

XIII. REVIEW OF DRIVING RECORD

- A. The District shall enroll employees that operate District owned or privately owned vehicles on District business in the Department of Motor Vehicles (DMV) Pull Notice Program. When a vehicle operator has received a violation, the DMV assigns points according to the type of violation, and automatically sends notification to the District.
- B. In compliance with Vehicle Code Section 1808.47, all information received from the DMV shall be used solely for the intended purpose, and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- C. An employee who have an accumulation of four or more points in a 12 month period or six in a 24 month period or eight in a 36 month period may have District driving privileges suspended at the discretion of the General Manager.

- D. Any employee involved in a preventable collision or demonstrating questionable driving capabilities shall be required to attend remedial training in defensive driving. An employee may be regarded as having questionable capabilities based on a review of points assigned to him/her by the DMV in connection with citations and/or vehicular accidents.
- E. Employees involved in additional preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity of which will be determined by the nature of the offense and the employee's past driving and disciplinary action records.
- F. An employee who has been determined to be involved in two or more preventable accidents within a 36 month period while operating a District owned or privately owned vehicle in the performance of official District business shall be subject to disciplinary action up to and including suspension of District driving privileges, or termination.
- G. Any conviction resulting from driving while under the influence of drugs or alcohol (DUI) or refusal to submit to a lawful roadside sobriety test shall result in disciplinary action up to and including suspension of District driving privileges.
- H. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of the employee's driving privileges, and is grounds for further disciplinary action.
- I. Temporary or permanent suspension of District driving privileges for employees whose position requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.
- J. If an employee has District driving privileges suspended, the District shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an unreasonable hardship for the District or coworkers, loss of District driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be terminated.

XIV. ACKNOWLEDGEMENT

Upon receipt of this policy, each employee shall sign a form acknowledging that he/she is aware of this policy, including the legal issues arising out of the use of his/her privately owned vehicle on District business.

XV. REFERENCES

Vehicle Code Sections 464, 1808.47, 12810, 16056, 27315
Insurance Code §11580.9

DRAFT

EMPLOYEE ACKNOWLEDGEMENT OF VEHICLE USAGE POLICY

This is to acknowledge that I have received a copy of the Town of Discovery Bay's Vehicle Usage Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the District retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 20, 2013

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

RH

Agenda Title

Resolution No. 2013-05 Authorizing Access to State and Federal criminal history information for pre-employment (Including Volunteers) purposes

Recommended Action

Approve and adopt Resolution No. 2013-05 Authorizing Access to State and Federal criminal history information for employment (including volunteers) and authorize Staff to complete and submit all necessary applicant paperwork to Department of Justice

Executive Summary

Section 5164 of the Public Resources Code prohibits a City, County or Special District from hiring a person for employment or for volunteer services, at specified park and recreational facilities, in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain criminal offenses.

In order to comply with the Code, and as a condition of employment, the Town of Discovery Bay must obtain an individual's criminal history information (or lack thereof) from the California Department of Justice (DOJ). To become an authorized agency with abilities to request criminal background checks through Live Scan services, the attached Resolution must first be adopted by the Board of Directors.

Once the Resolution is adopted, staff will also be required to complete various application forms that identify the Custodian of Records and Head of Agency. Both positions will be required to submit and pass the Department of Justice background checks before our agency is able to request or receive other employment or volunteer related criminal history reports. The fee for each background check is \$81.00.

Fiscal Impact:

Amount Requested \$162.00 Sufficient Budgeted Funds Available?: Yes

Previous Relevant Board Actions for This Item

None

Attachments

Resolution No. 2013-05; Authorizing Access to State and Federal criminal history information for employment (including volunteers) purposes.

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2013-05

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorizes cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Town of Discovery Bay Community Services District are hereby authorized to access state and federal level summary criminal history information for employment purposes only (including volunteer and contract employees) and may not disseminate the information to a private entity.

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF FEBRUARY, 2013.

Ray Tetreault
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 20, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 20, 2013

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

Agenda Title

Contract with GreenPlay LLC for professional consulting services related to the future planning and operational functions of the Discovery Bay Community Center

Recommended Action

Approve contract with GreenPlay LLC in the amount of \$10,800.00 for professional consulting services related to the future planning and operational functions of the Discovery Bay Community Center and authorize the General Manager to execute all contract documents

Executive Summary

GreenPlay LLC assists clients in designing systems and processes that provide the necessary implementation tools that are responsive and understand the needs of their communities in the areas of park, recreation, open space, and related agency programs. GreenPlay has a broad, objective view to help an organization operate in the most innovative, efficient, and revenue-enhancing ways possible.

The District has recently utilized their services and was extremely pleased with their work product, suggestions, guidance and recommendations.

As the Community Center is transitioned away from a membership based private club to a center offering a variety of recreational activities for all members of the community, it is important that the transition be smooth, efficient, and rewarding. GreenPlay is a nationally recognized leader in the recreation planning field, and has developed a program to assist the Town of Discovery Bay with the establishment of the Community Center and the implementation of a recreational program that will be sensitive to the needs of the community.

Page two of the proposal specifically identifies the proposed scope of work for the project, and it is attached.

Funding for this project was included in the Community Center interim budget approved by the Board on February 6, 2013.

Fiscal Impact:

Amount Requested \$ 10,800.00

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

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

Previous Relevant Board Actions for This Item

Approval of Community Center interim budget - February 6, 2013.

Attachments

1. GreenPlay LLC company Background and Statement of Qualifications
2. GreenPlay LLC Proposal for Services and Scope of Work

AGENDA ITEM: F-4

Statement of Qualifications

Management Consulting
for Parks, Recreation,
Open Space, and other
Quality of Life Agencies



GREENPLAY LLC

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*

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Info@GreenPlayLLC.com

Table of Contents

Our Firm	1
Our Philosophy	2
Our Experience	3
GreenPlay Innovations	4
National Experience with a Local Focus	6
Consultant Resumes	7
Teresa Penbrooke, MAOM, CPRE, CEO and Founding Managing Member	9
Chris Dropinski, CPRE, Senior Principal	10
Pat O’Toole, Principal	11
Karon Badalamenti, CPRE, Principal	12
John Barnholt, Senior Project Consultant	13
Anne Miller, AICP, Senior Project Consultant	14
Kristin Caborn, CPRE, FCP, Senior Project Consultant	15
Cindy Heath, CPRP, Project Consultant	16
Kim Bailey, MA, Project Consultant	17
Allison Hamm, J.D., MSES, Project Consultant	18
Key Consortium Alliances	19
Key Individual Client References	20
Sample Project Experience	21
Master / Strategic Planning and Needs Assessments	23
Feasibility Studies and Operational Pro formas	27
Cost Recovery, Pricing Philosophy, Organizational Audits, and Special Projects	28
Promotions, Marketing, Alternative Funding, and Partnerships	30

Our History

GreenPlay LLC operates as a **consortium of experts** to provide services nationally for **park, recreation, open space, and related agencies**. In 1999, Teresa Penbrooke, *MAOM, CPRE*, an experienced public parks and recreation professional, identified certain needs in the industry that were not being fully satisfied. Teresa noticed that although many land planning, design, and architecture consultants serviced this industry, most did not have actual operations and management experience within the profession. This reality forced parks and recreation organizations to rely on guidance from multiple consulting firms, often spending needless time organizing and managing these specialists into one cohesive team. **GreenPlay** became a viable solution by offering practical, innovative, and comprehensive consulting services by professionals with direct experience in parks, recreation, and open space operations and management.

GreenPlay acts as a **management tool** for agencies by organizing consultant teams that are responsive, experienced in the field, and who understand the needs of administrators and their communities. **GreenPlay** works **nationwide** with nine full-time employees and over thirty technical consortium agencies and sub-consultants to complete projects for large and small agencies around the United States. **Since 1999, GreenPlay has completed over 250 projects in 37 states for governmental agencies and private sector companies.**

GreenPlay's Experience and Services

- Master and Strategic Planning
- Cost Recovery and Resource Allocation
- Site and Facility Feasibility
- Business Planning and Policy Research
- Pricing Studies
- Revenue Evaluation
- Public/Private Partnership Facilitation
- Marketing & Public Relations Strategies
- Information Technology Plans
- Retreat Facilitation & Seminar Planning
- Accessibility Assessments
- Transition Plans
- Cost-Benefit Analysis
- Risk Management Evaluation
- Economic Impact Analysis
- Public Process
- Traditional & Alternative Funding Analysis
- GRASP® and Traditional Level of Service Analysis
- Service Assessment/
Core Service Identification

GREENPLAY LLC

*The Leading Edge In Parks, Recreation
And Open Space Consulting*



Our Philosophy

At **GreenPlay LLC**, we believe that the best services and products come from using a wide variety of tools. Some recreation consulting firms concentrate on computer models, databases, or surveys. While we believe these tools are valuable, we take our evaluation and assessment tools to the next level by utilizing innovative methods and processes that are most effective for **your** individual community. The results provide a more comprehensive solution for achieving your goals. This schematic illustrates the various tools that GreenPlay uses to help your agency meet its expectations. We balance your needs and those of your stakeholders with the reality of the available resources.



Your GreenPlay Consulting Team is...

- **Dedicated** to your project and committed to addressing the unique issues and opportunities facing **your** community.
- **Experienced** in developing plans and documents that work conceptually and are **implementable** in **your** community.
- **Trained** in conducting effective public process by skillfully leading staff and stakeholder interviews and focus groups.
- **Adept** in cultivating supportive relationships with staff and governing body leadership.
- **Effective** in creating a public process, along with planning and operational options, that **establish a balance** between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.
- **Respected** for their expertise in strategic visioning, programming, cost recovery analysis, resource management, facility site design, operations, funding options, and bond referendum preparation.
- **Committed** to helping you to **achieve your goals** on time and within budget, while providing exceptional customer service.

Our Pledge

“We will evaluate your situation, design a strategy, system, or process that will work for your organization, and will help you to implement it quickly and efficiently. We will work with all levels of staff, senior management, elected and appointed officials, and community stakeholders and will provide a broad, objective view to help your organization operate in the most innovative, effective, and revenue-enhancing way possible.”

***Combining our Entrepreneurial Spirits with our Public Sector Hearts
to help you achieve your goals!***

Our Experience

“GreenPlay truly helped us to take a more methodical, focused and responsible approach to every facet of our operation.”

Dan Garvy, CPRP
Director of Parks & Recreation
Lisle Park District, Illinois

Our Team of Experts

- Management specialists
- Experienced parks and recreation professionals
- Recreation program administrators
- Information technology experts
- Marketing and community relations specialists
- Media relations experts
- Sponsorship and partnership developers
- Governmental accountants and finance consultants
- Grant writers
- Landscape designers, architects, engineers
- Experts in public process and involvement
- Professionals working with youth, seniors, or special populations
- Public administration experts
- Environmental, conservation and wildlife resources/management professionals
- Accessibility specialists
- Non-profit development specialists
- Public art, cultural, and historical resources

**GreenPlay is a 100% Woman-Owned Business
and is WBE, DBE, and SBE Certified**



Over 160 Years of In-House Expertise

Your partners at **GreenPlay** bring to your organization many years of experience working with parks, recreation, and related community quality of life agencies. Our sole intention is to help you determine solutions that will assist your agency in achieving desired goals and outcomes. Our team members have diverse backgrounds in parks and recreation administration and management, business consulting, and academics, allowing us to analyze your unique situation from a multitude of perspectives. This advantage ensures that **GreenPlay** leaves “no stone unturned.”

GreenPlay operates as a consortium of experts, working closely with many nationally recognized management and technical professionals in a variety of fields.

GreenPlay develops consulting teams that consist of top industry professionals from around the country. We will personally evaluate your situation and determine which of our team specialists will work best for your staff and community to achieve success and meet your expectations in a timely fashion.

GreenPlay Innovations



Composite-Values Methodology for Level of Service (LOS) Analysis GRASP® (Geo-Referenced Amenities Standards Process) An Improved Approach



An important tool for managing agencies is an examination of “**Level of Service**” (LOS). This analysis assesses an agency’s inventory, location, distribution of service, and access to various public amenities. It categorizes offerings based on “relevant” components that can be further examined, as needed, for any type of future planning process or supplementary analysis.

Traditional LOS, which is typically based on providing “X” number of acres or “X” number of facilities or units per 1,000 population (or “**capacity analysis**”), is inadequate in today’s dynamic environment. It has become necessary to create a new way to standardize LOS that builds on traditional standards, incorporating capacity measurements that can track both the **quantity** and **quality** of amenities and components of a community’s public spaces infrastructure.

With the combined efforts of **GreenPlay and Design Concepts**, and through years of research on many public projects, this new Level of Service methodology has emerged nationally as an improved approach for conducting an analysis of community public spaces and amenities.

GRASP® provides clear results, useful information, and stronger comparative data. This methodology was very difficult in years past, but with the capabilities of modern technology and Geographic Information Systems (GIS) products, this evaluation process is now achievable, reliable, and cost efficient.

The **GRASP®** based LOS is **accurate, dynamic**, and can be **uniquely implemented** and **benchmarked** for an individual community.

Specific outcomes of our GRASP® approach:

- Using GIS mapping technology, **GRASP®** provides a better way of analyzing how any specific location, home, or business is being served by community amenities. Today’s technology reliably accomplishes what used to be an extremely tedious task.
- **GRASP®** brings a **qualitative** component into the measurement of service that is not available with traditional capacity-based methods of LOS analysis.
- **GRASP®** looks at individual components such as pools, gymnasiums, utilities systems, street types, and/or other community amenities, and then measures the service that each component provides to the neighborhood and the community. The results provide greater detail and accuracy than outdated classification systems that rely on broad, ambiguous facilities categorization.
- Components can be readily evaluated and displayed graphically, identifying gaps in service on a neighborhood, community, and/or regional basis. The methodology also combines population density factors into traditional LOS equations.

The **GRASP®** LOS approach can be incorporated into maps and provided in tabular format, becoming an effective management tool. The methodologies provide comprehensive information that helps guide decision-makers and is easily understood by staff, government representatives, and the general public.

Use GRASP® to attain achievable goals and a vision for the future!

GreenPlay Innovations

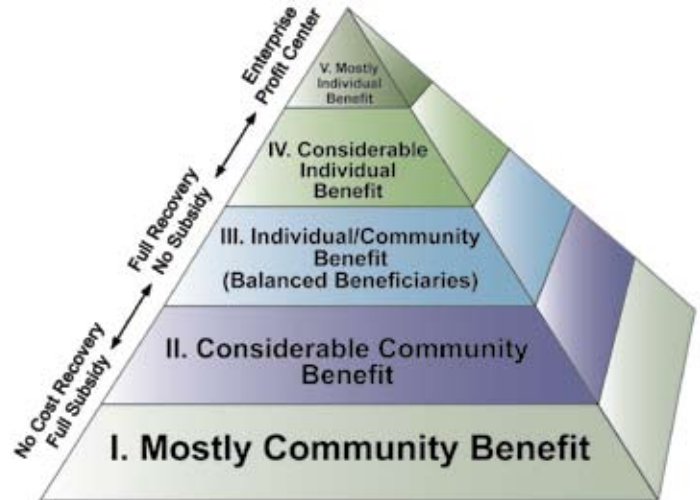
GreenPlay LLC has been on the forefront in developing innovative and extremely useful tools that produce results for our clients and address **Today's Issues and Tomorrow's Needs**. We are able to enhance the quality of services through the implementation of these resources and encourage you to consider them as a part of your planning projects.



The Pyramid Methodology

An Important Foundation

GreenPlay has established and improved the "Pricing Pyramid" methodology to help agencies create an overall philosophy and methodology for pricing programs and evaluating cost recovery. This method is invaluable for creating strategies that are equitable, defensible, and can be implemented at all levels. The methodology is based on the **VALUE** of the services to the community not just a comparative evaluation of "what has been done before" or "what others are doing." It is an extension of "activity-based costing" but takes the analysis further into assimilating the values accepted and defined by your community and elected officials. We explain and document the methodology and evaluate your agency's current and potential methods for fair pricing and increased cost recovery.



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Alternative Funding & Partnerships

Dollars That Make Sense

Across the country, agencies are looking outside of the traditional funding mechanisms and toward the use of alternative funding and partnerships to fund improvements and programming for public agencies. GreenPlay has extensive experience evaluating options for alternative funding that typically include grants, donor programs, and/or partnerships. Example collaborations may include partnerships with other businesses, governmental (federal, state, school, nearby agencies, etc.), and/or non-profit agencies. Such partnerships often require agencies to create policies and evaluation processes to help determine if they might be a "good fit." If desired, our firm can identify key viable collaborations for your organization and can develop partnership strategies and policies to help support your community goals.

GreenPlay LLC can:

- **Identify** key relationships and viable community partners.
- **Develop** strategies to facilitate Public and Private Partnership opportunities and provide tools to minimize risk.
- **Provide** recommendations and sample documents to formulate a Partnership Policy and to streamline partnership opportunities.

National Experience with a Local Focus

There is an ongoing renaissance in the development of parks, recreation, and open space in which unique and creative ideas are enhancing the services communities provide their citizens. Local issues exist nationally. Yes, your community is “unique” – but we typically find that there are now more similarities than differences across the country. The desire and challenge to **improve the livability of a community** on a local level is an integral part of planning efforts experienced throughout the country. Local planning efforts can reap effective benefits when the process encompasses the successful experiences of similar projects elsewhere. It is essential for local agencies to work with **experts who understand** the complexities of local issues but who also have a broader perspective and experience of how similar projects have fared in other comparable communities around the country. **Working with a non-local national consulting firm can bring national perspectives to the tasks of a planning process and the delivered outcomes.**

We at **GreenPlay LLC** provide the **breadth of information** needed to successfully complete planning projects and deliverables, as well as the **depth of knowledge** that is requisite to ensure that every pertinent issue is addressed and “no stone is left unturned.” In some instances, we choose to partner with local firms that complement our services so that we may offer our clients high level national expertise and local knowledge coupled with community understanding. As one of our primary responsibilities, we value providing **personal service** and developing great relationships with our clients. We immerse ourselves in your community to identify your key values. We believe that this very important in our client/consultant relationship, and it forms the core of our firm’s philosophy.

Personalized Service + Achievement = Great Relationships

With this in mind, the professionals at **GreenPlay** are committed to developing great relationships with your staff, elected and appointed officials, and all project stakeholders (internal and external). We establish a strong local connection and **form a commitment** to ensure that we learn, understand, respond, and produce results for the beneficial interests of your community.

Although we often travel (we can be to most locations in the U.S. within four hours), with our strong experience, innovative tools, current technologies, and efficiencies, we can usually provide enhanced comprehensive services for a similar cost to using a less experienced local firm.

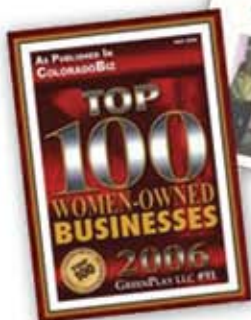
GreenPlay professionals will always be **very available** and will communicate regularly and efficiently with project contacts through in-person, phone, email, and other communication tools.

*Today’s technology has substantially minimized the “separation factor” of working with non-local consulting firms. The capability of the Internet allows the ease of sharing project information between the client and the consultant. E-mail provides an effective means to communicate, share files, and maintain a record of discussions, and our use of **web file hosting** sites allows access to large documents that develop during the planning process. **In-person, on-site meetings** are conducted efficiently and effectively to maximize the quality of relationship development and information gathering. Essentially, **communication** is the integral part of the planning project, and it is managed the same, regardless of where a firm is physically located. In essence, there really is little practical difference now in how a non-local firm relates to a project as compared to a local firm.*

Consultant Resumes

GREENPLAY LLC

The Leading Edge In Parks, Recreation
And Open Space Consulting



Teresa Penbrooke,
MAOM, CPRE
CEO and Founder

Chris Dropinski, CPRE
Senior Principal

Pat O'Toole
Principal

Karon Badalamenti, CPRE
Principal

John Barnholt
Senior Project Consultant

Anne Miller, AICP
Senior Project Consultant

Kristin Caborn, CPRE, FCP
Project Consultant

Cindy Heath, CPRP
Project Consultant

Kim Bailey, MA
Project Consultant

Allison Hamm, J.D., MSES
Project Consultant



Teresa Penbrooke, MAOM, CPRE

CEO and Founding Managing Member



Education

- Master of Science, Organizational Management, University of Phoenix, Denver, 1998
- Bachelor of Science, Magna Cum Laude, Kinesiology, University of Colorado, 1993
- NRPA Revenue/Management Schools, Pacific Revenue School, CA, 2003-2008, Director's Track, CO, 2001
- NRPA National Management/Leadership School for Parks and Recreation, NV, 1996

Professional Affiliations and Recognition

- Board of Regents, NRPA Reitz Pacific Revenue and Marketing School, 2006-2008
- Commission for Accreditation of Parks and Recreation Administration (CAPRA) Official Visitor, 2008 - present
- Top 100 Women-Owned Businesses, *Colorado Biz*, 2003, 2005-2008
- Received "Outstanding New Professional" and "President's Award" from CPRA, 1997
- Professional Member of NRPA, CPRA, and eight other State Associations

Experience

Teresa brings substantial career experience and planning expertise to projects for large and small communities on a national level. She founded GreenPlay in 1999, and has been integral in the research, quality, recommendations, and implementation of the innovations that GreenPlay contributes to the field. In addition to leading projects and the firm, Teresa teaches and researches best practices around the country. She is on the Board of Regents for the Reitz Pacific Marketing and Revenue School and the Curriculum Chair for the Planning and Management Institute. She is also an Official Visitor for the Commission on Accreditation for Parks and Recreation Agencies (CAPRA). Teresa also co-founded GP RED in 2008. She now divides her time between special projects, teaching, and administration of the firm.

- GreenPlay LLC (Founder and CEO), Nationwide, 1999 - present
- North Jeffco Park and Recreation District, Arvada, CO, 1996-1999
- City of Broomfield Parks, Recreation, and Senior Services, CO, 1993-1996
- City of Boulder Parks, Recreation and Mountain Parks Department, CO, 1989-1993

Representative Project Experience

Teresa has led the firm in completion of over 190 projects for communities of all sizes around the U.S. since 1999. The following are some of the key projects on which she has performed as the Project Manager:

- United States Antarctica Program - Recreation Program Review - Needs Assessment and Feasibility Study
- Arlington County, Virginia - Public Spaces Master Plan
- Brookline, Massachusetts (Boston area) - Parks, Recreation and Open Space Master Plan
- City and County of Denver, Colorado – Multiple projects, including the city-wide Game Plan, the master plan for the Stapleton Airport Redevelopment, and the detailed study of 29 indoor recreation centers
- National Recreation and Park Association, Ashburn, Virginia - National Inventory and USA Football Grant Project
- Washington District of Columbia, National Capital Planning Commission – CapitalSpace Master Plan for parks and recreation
- Along with many other large and small community parks, recreation, and alternative funding plans

Education For:

- American Society of Landscape Architects
- Athletic Business
- Colorado Open Space Alliance
- Colorado Outdoor Recreation Resource Project
- Metropolitan State College of Denver, Colorado
- National Association of Youth Sports; Rocky Mountain Revenue and Management School
- National Executive Development School
- Innovations Group – Transforming Local Government
- National Recreation and Parks Association; Reitz Pacific Revenue and Marketing School
- Various State Parks and Recreation Associations including: Arizona, Colorado, Florida, Illinois, Kansas, Michigan, New England, New York, Oregon, Pennsylvania, Ohio, New Jersey, California, Indiana, Texas, Virginia, and Washington

Key Topics: Master and Strategic Planning; Cost Recovery, Traditional and Alternative Funding; Creating Community through Level of Service Analysis; Tools for Communication; Leadership; Technology and Trends



Chris Dropinski, CPRE

Senior Principal



Education

- Bachelor of Science in Recreation Administration/ Education, Graduated Cum Laude, May 1977 State University of New York at Cortland, Cortland, New York
- Kappa Delta Pi - National Honor Society in Education
- Essence of Leadership Program, Contegrity Program Designs, Inc., 1997
- Essential Development Programs, Conversant Solutions, LLC, 1994-99
- Graduate of Executive Development School, University of Georgia; NRPA Park Planning and Maintenance School; CPRA Recreation Facilities Design and Management School; NRPA Western Revenue Sources Management School, 1983-1988

Affiliations and Awards

- Best Finance and Funding Article – Writing Award, *Illinois P&R Magazine*, 2008
- Top 100 Women-owned Businesses, *Colorado Biz*, 2003, 2005-2008
- NRPA Midwest Regional Council Fellow Award 1994
- Colorado Parks and Recreation Association Fellow Award 1992
- Professional Member of NRPA Chair National Fitness and Well Coalition, 1991
- Professional Member Colorado Parks and Recreation Association, President 1989-90
- Certified Parks and Recreation Executive
- Board and Past Chair, NRPA Rocky Mtn Revenue & Mgmt School 2004-2010
- Fellow in the American Academy for Park and Recreation Administrators
- Member PLAY Boulder Parks and Recreation Foundation - 2009 - present
- GP RED – President (2009-2010), Board 2011, Advisory Board 2012

Work Experience

Chris has 24 years of Parks and Recreation administration and management and over 30 years in the field to support her current consulting role. Her passion for teaching and moving the field forward has led to many successful master planning and feasibility projects across the country. She served as the Director of the City of Boulder, CO Parks and Recreation Department for over a decade providing leadership for the development and provision of parks, open space, trails and recreation services. Chris has a unique and respected approach towards addressing such challenging areas as policy development, organizational development, strategic management, revenue philosophy in the public setting, building relationships with alternative providers, partnership building, cost benefit analysis, developing board/staff relationships, and establishing an effective public engagement process. Chris is a well known speaker at the local, state, and national level on many of these topics.

- GreenPlay LLC, Co-Owner and Senior Principal: 2001 - present
- City of Boulder Parks and Recreation, Colorado, Director: 1990-2001
- Foothills Park and Recreation District, Colorado, Assistant Director: 1981-1990
- South Suburban Recreation and Park District, Colorado, Supervisor: 1977-1981

Representative Project Experience

Chris has completed more than 80 projects for GreenPlay. Listed below is a representative sample.

Principal-in-Charge

- Asheville, North Carolina - Parks, Recreation, Cultural Arts and Greenways Master Plan
- Lakewood, Colorado - Parks, Recreation and Cultural Arts Master Plan
- Tulsa, Oklahoma - Parks and Recreation Master Plan
- Cedar Rapids, Iowa - Parks and Recreation Master Plan
- New Mexico Statewide Comprehensive Outdoor Recreation Plan

Project Manager

- Bend Metro Park and Recreation District, Oregon - Parks, Recreation and Open Space Master Plan and Cost Recovery Plan
- Colorado State Parks, Colorado - Colorado Front Range Trail Implementation Plan
- Evans, Colorado - Open Space and Trails Master Plan and Impact Fee Study
- Longmont, Colorado - Open Space and Trails Comprehensive Master Plan
- Northville, Michigan - Strategic Plan and Organizational Review
- South Suburban Recreation & Park District/Arapahoe County/City of Centennial Colorado - Needs Assessment
- Three Rivers Park District, Plymouth, Minnesota - Pricing and Cost Recovery Policy Development



Pat O'Toole

Principal

Education

- Bachelor of Science in Recreation Administration, Kansas State University, 1978
- NRPA Pacific Revenue Sources Management School, 1986-1989
- NRPA Revenue Sources Management School, Board of Regents, 1993-1995

Professional Affiliations

- Member of National Recreation and Park Association, 1979-Present
- Certified Leisure Professional, 1979-1994
- Named to Outstanding Young Men of America, 1985
- National Register's Who's Who in Executives and Professionals, 2006, 2007
- Member of Indiana Park and Recreation Association, 1992-2002
- Member of Ohio Park and Recreation Association, 1989-1992
- Board of Trustees, Ohio Park and Recreation Association, 1991, 1992
- Member of Missouri Park and Recreation Association, 1985, 1986, 2000-2002
- Member of Kansas Recreation and Park Association, 1977-1984, 2001, 2002

Work Experience

Pat brings more than 30 years of management planning for parks and recreation agencies, and has led projects for GreenPlay since 2003. Prior to joining GreenPlay, Pat was President of OATS LLC, a private park and recreation consulting firm, and worked for many years as a Principal for Leon Younger and PROS. Pat also has previous management experience as both a director and an assistant director for several progressive agencies in four different states. He brings to GreenPlay extensive expertise in planning, operations, budgeting, pro formas, cost recovery and activity-based costing, funding sources, customer service, partnerships, efficiencies, public process, and all other facets of park and recreation agency management. He is skilled at leading forward-focused projects and teams, specifically related to creating vision and implementation.

Management Consulting in Parks, Recreation, and Sports since 1995

- Principal, GreenPlay LLC: 2003 – Present
- President, OATS, LLC: 2002 – 2008
- Principal, Leon Younger and PROS: 1995 - 2002

Public Parks and Recreation Administration from 1979-1995

- Indy Parks and Recreation, Indianapolis, IN Assistant Director: 1992-1995
- Lake Metroparks, Cleveland, OH Assistant Director: 1988-1992
- Jackson County Parks and Recreation, Kansas City, MO Assistant Director: 1984-1988
- Kingman Recreation Commission, Kingman, KS - Director: 1979-1984

Representative Project Experience

Pat has worked on over 130 projects in 32 states since 1995. The following is a sample listing of projects.

Project Manager

- Bloomington, IN - Parks and Recreation Master Plan
- Grandview, MO - Parks and Recreation Master Plan
- Oregon City, OR - Parks and Recreation Master Plan
- Raymore, MO - Parks and Recreation Strategic Implementation Plan
- Woodburn, OR - Parks and Recreation Master Plan
- Clive, IA - Parks and Recreation Master Plan, Recreation Center Feasibility Study
- Coppell, TX - Parks and Recreation Master Plan
- Durham, NC - Recreation Program Assessment and Operational Audit

Lead Consultant

- Lawrence, KS - Sports Facility Feasibility Study
- Kirkwood, MO - Aquatic Center and Ice Arena Feasibility Study



Karon Badalamenti, CPRE

Principal



Education

- Bachelor of Arts in Management, University of Phoenix, 1993
- Design and Specifications Review, Univ. of WI, 2000
- CPRA Leadership 2000; CPRA Recreation Facility Design and Management School 2006 & 1992; NRPA Western Revenue Sources Management School 1991
- Coaching and Mentoring; Technical Writing; Presentation Skills; Benefits Activated Marketing; Strategic Development of Informed Consent; and Project Management

Professional Affiliations & Recognition

- *Certified Professional Member - National Recreation and Parks Association (NRPA)*
 - Administrator's Network, Chair 2011/12, Chair Elect/Vice Chair 2010/11
 - APRS Board - Midwest Electoral Region (CO, WY & MB) 2008-2010, 2006-2008
 - Midwest Regional Council Representative 2004-2008, 2000-2003
 - NRPA Young Professional Fellow Representing the Midwest Region 2002
- *Professional Member Colorado Parks and Recreation Association (CPRA)*
 - Director's, Recreation Services, Parks Sections - member since 1985
 - Professional Devel. Committee Chair 1996-1997; Conference Committee 1996-1997
 - Executive Board Member 1989-1992; Board Secretary 1991-1993
- *CPRA President's Recognition 1992, President's Award 1991; Outstanding Service Award 1990*
- *CPRA Danford Case Grant Recipient - 1991, 1995, 2002*

Work Experience

Karon is a Certified Parks and Recreation Executive who brings over 25 years in Parks and Recreation administration, and senior management experience consulting for both special district and municipal government in planning, marketing, operations, maintenance and construction, board development and project management. Her emphasis on maintaining a forward focus ties your vision to action through careful analysis and experience.

- GreenPlay LLC (Principal) 2004 - present
- City of Commerce City (Colorado)
- Foothills Park and Recreation District (Littleton, Colorado)

Representative Project Experience

Karon has been facilitating and leading successful projects for communities of all sizes around the nation including master planning, program and needs assessments, market analysis, financial planning, and cost recovery. She has extensive experience in activity-based costing, facility management and operational planning. Karon focuses on visioning, functionality, and comprehensive strategic planning. Notable projects include performing and cultural arts, the role of parks and recreation in tourism, and financial sustainability. Key projects include:

Principal-in-Charge

- Carlsbad, CA - Park Development and Operational Funding Options and Strategies
- Willamalane Parks and Rec. District (Springfield, OR) - Cost Recovery Model and Policy
- South Jordan, UT - Cost Recovery Model and Policy
- Sherwood, OR - Cultural Arts/Community Center Needs Assessment
- M-NCPPC Department of Parks and Montgomery County Department of Recreation Vision 2030 Strategic Plan, and Financial and Service Sustainability Plan
- Town of Essex, VT - Needs Assessment and Strategic Plan

Project Manager

- La Quinta, CA - Parks and Recreation Master Plan
- San Diego County, CA - Core Services, Resource Allocation, and Revenue Enhancement Study
- Burien, WA - Community Center Feasibility Plan
- Kent, WA - Recreation/Aquatics Center Feasibility Study
- Arlington, TX - Core Services and Resource Allocation
- Coppell, TX - Cost Recovery Model, Resource Allocation Philosophy and Policy
- Parker, CO - Fieldhouse Feasibility Study, Senior and Therapeutic Recreation Needs Assessment
- Centre City Development Corp. (San Diego, CA) - Recreation Needs Assessment
- Corvallis and Sherwood, OR - Parks and Recreation Master Plan
- Albany and Dougherty County, GA - Parks and Recreation Master Plan
- New Mexico Statewide Comprehensive Outdoor Recreation Plan (SCORP)

Industry Publications and Presentations

- "Service Sustainability in a Strained Economy," *ORPA Magazine*, Spring 2011
- "Keeping a Forward Focus - Envisioning," *CPRA Byline Magazine*, Fall 2005
- "A Continuum of Health for Older Adults - CO and the Midwest Regional Council of NRPA Promote Public Policy," *CPRA Byline Magazine*, Fall 2005, *NRPA Magazine*, March 2006
- Colorado Action Plan for Older Adult Wellness ...A Public Health Strategy, June 2006
- Presenter at NRPA Congress, Rocky Mt. Revenue School; Midwest Regional Conference; State Professional Assocs.; National Executive Development School; Recreation Facility Design & Management School; CO Open Space Alliance
- Master planning process, organizational visioning, strategic planning, alternative funding, core service identification, resource allocation



John Barnholt

Senior Project Consultant

Education

- Bachelor of Arts Degree in Leisure Service Management/Business, Metropolitan State College of Denver, Cum Laude, August 2001
- Rocky Mountain Revenue Management School, 2005
- Certified in Production and Inventory Management, 1992

Professional Affiliations

- American Production and Inventory Control Society

Work Experience

With a strong background in Recreation Administration, Human Resource Management, Cost Analysis, Fiscal Planning, and Manpower/Capacity Planning from his 20 years in the private sector, John brings a unique perspective to recreation administration for public sector agencies. Prior to joining GreenPlay in 2001, John managed businesses for over 20 years. Since joining GreenPlay, John has worked on more than 50 Parks, Recreation, Open Space and Trails related projects, and of these, he has served as Project Manager for more than 20. John's strengths include engaging public input, analyzing and evaluating current conditions, developing practical solutions, and formulating applicable recommendations that meet the needs of individual communities and organizations. John has experience working with large metropolitan areas such as Denver, Colorado; Miami, Florida; and Tacoma, Washington. He has also worked extensively in Colorado mountain communities, having served as Project Manager for projects in Steamboat Springs, Salida, Silverthorne, Montrose, and Monte Vista.

- GreenPlay LLC 2001 - Present
- Twenty years of experience in private sector business management
- Eight years of experience working with federal government contracts
- Two years of Recreation Administration experience with the University of Denver

Representative Project Experience

Project Manager

- Salida, CO - Parks, Recreation, Trails, and Open Space Master Plan
- Gypsum, CO - Recreation Center Needs Assessment
- Hayden, CO - Parks, Recreation, Trails and Open Space Master Plan
- Montrose, CO - Parks and Recreation Master Plan
- Monte Vista, CO - Parks, Recreation, Trails Master Plan, and Ski Hi Facility Needs Assessment
- Silverthorne, CO - Long Range Strategic Plan
- Wheatland, WY - Community Center Feasibility Study

Project Consultant

- Denver, CO - Recreation Center Assessment Study
- Commerce City, CO - Parks, Recreation, Trails and Open Space Master Plan
- NRPA/USA Football National Youth Football Inventory
- Maryland National Capital Parks and Planning Commission, Montgomery County, MD - 2030 Vision and 10-Year Strategic Plan

Publications

- "Public/Private Partnerships: The Answers to the Questions," *Athletic Business*, June 2002
- "Developing Consensus & Measuring Level of Service," CPRA 2006, *Public – Private Partnerships*, NRPA 2002



Anne Miller, AICP

Senior Project Consultant

Education

- Master of Urban Planning and Policy, University of Illinois at Chicago, 1996
- Bachelor of Science, Bethel College, North Newton, Kansas, 1987

Professional Affiliations

- American Planning Association
- American Institute of Certified Planners, AICP
- National Recreation and Parks Association

Work Experience

With over 20 years of experience in parks and recreation and community development, Anne brings extensive knowledge of the industry to every project that she works on. Prior to joining GreenPlay in 2006, Anne worked for the Chicago Park District, where she led organizational development, park planning, and design projects. Anne has managed several projects for GreenPlay ranging from complex strategic plans for Counties with over 500,000 residents to cost recovery projects for smaller agencies. Her strengths are best utilized in strategic & master planning, group facilitation and community process, and organizational development.

- GreenPlay LLC: 2006 - present
- Chicago Park District: 1996 - 2005
 - ♦ Managed Planning and design projects including park and playgrounds designs, rehabilitation of historic parks and facilities, and master plans.
 - ♦ Led multi-disciplinary teams to design and develop major parks and recreation Capital projects that totaled over \$15 million and oversaw design consultant contracts of close to \$2 million.
 - ♦ Conducted organizational needs assessments and strategic planning to develop comprehensive district-wide training program for 3,000 staff.
 - ♦ Coordinated Neighborhoods First program, a nationally recognized \$2.5 million project designed to raise program quality by providing training and technical assistance to staff at 250 parks in business operations, education/instruction methods, community outreach, and program and youth development.
- Ten years of experience in non-profit community development
 - ♦ Provided planning technical assistance to community development organizations.
 - ♦ Authored reports on urban planning and policy issues.
 - ♦ Planned and coordinated advocacy program and legislative initiatives.

Representative Project Experience

Project Manager

- Brighton, CO - Parks and Recreation Master Plan Update
- Commerce City, CO - Strategic Plan for Recreation Programs, Services, and Facilities
- Cedar Rapids, IA - Parks and Recreation Master Plan,
- Erie, CO - Parks, Recreation, Open Space, and Trails Master Plan
- Lakewood, CO - Community Resources Department Master Plan
- Oklahoma City, OK - Indoor Recreation Facilities and Programs Strategic Plan
- Maryland National Capital Parks Planning Commission, Montgomery County, MD - 2030 Vision and 10-Year Strategic Plan
- Maryland National Capital Parks Planning Commission, Prince George's County, MD- 2040 Vision & Framework and 10-Year Strategic Plan
- Prospect Recreation and Park District, CO - Parks and Recreation Master Plan
- Pueblo, CO - Parks and Recreation Assessment and Implementation Plan
- South Jordan City, UT - Parks, Recreation, Trails, and Open Space Master Plan
- Windsor, CO - Parks and Recreation Master Plan Update

Project Consultant

- Bismarck Park and Recreation District, ND - Cost Recovery Policy and Fees and Charges Analysis
- Metro Parks Tacoma, WA - Mission-led Recreation Comprehensive Plan
- Spokane, WA, Method of 8 Planning



Kristin Caborn, CPRE, FCP

Senior Project Consultant

Education

- B.S., Recreation (Honors), University of Florida
- M.S., Recreational Studies, University of Florida

Certifications

- Certified Park and Recreation Executive (CPRE), National Recreation and Park Association
- Crime Prevention through Environmental Design (CPTED) Practitioner (FCP)

Honorary Appointments

- Florida Recreation and Parks Association (FRPA) Foundation Trustee, President-Elect 2010-2012
- Member of the first class of Certified Park and Recreation Executives (CPRE) through NRPA

Work Experience

Kristin has 15 years of extensive parks and recreation management and planning experience involving managing several parks and recreation projects and providing master plan implementation and phasing plans services for public sector clients. She thoroughly understands the municipal park planning process through her experience as a municipal Parks and Recreation Director, where she was actively involved in all aspects of park planning, including extensive public involvement and facilitation. Kristin also brings experience with Crime Prevention through Environmental Design (CPTED) strategies projects.

- Project Manager - Atkins Global
- Parks and Recreation Director, City of St. Cloud, St. Cloud, Florida
- Parks and Recreation Director, City of Wyoming, Ohio
- Operations Director, City of Moraine, Ohio/Lane Entertainment Corporation

Relevant Project Experience

- Bayshore Gateway Triangle Public Art and Placemaking Planning Services, Collier County, Naples, Florida - Technical Lead*
- Judge Arthur I. Snyder Tennis Center, North Miami Beach, Florida - Project Manager*
- Palm Bay Trailblazer Grant Public Input, City of Palm Bay, Palm Bay, Florida - Project Manager*
- Parks and Recreation Continuing Services Contract, Osceola County, Florida - Project Manager*
- Santa Rosa County District Five Parks and Recreation Master Plan, Santa Rosa County, Florida - Park Planner*
- Local Agency Program Support for Upper Tampa Bay Trail, Hillsborough County, Hillsborough County, Florida - Project Manager*
- Planning and Landscape Design for Harmony USSSA Parks, Harmony Development Company, Harmony, Florida - Recreation Technical Input*
- Park and Recreation Master Plan, St. Cloud, Florida - Park Planning*
- St. Cloud Civic and Aquatic Center Renovation Study, City of St. Cloud, Florida - Assistant Project Manager*

**Prior to joining GreenPlay*

Presentations

- "Contract Management: A View From Both Sides," Florida Recreation and Parks Association Administrator's Workshop, Winter Park, FL, January 2008.
- "CPTED and Park Planning," Florida Recreation and Parks Association 2007 Annual Conference, Orlando, FL, August 2007.
- "Parks and Recreation: Join the Green Movement," Florida Recreation and Parks Association 2007 Annual Conference, Orlando, FL, August 2007
- "Future of CPTED," Panelist at the Florida CPTED Network, Quarterly Meeting, Altamonte Springs, FL, December 2006
- "CPTED and Local Government," Instructor at the Florida Crime Prevention Training Institute, Florida Crime Prevention Practitioner Update/Technology Today, Altamonte Springs, FL, November 2006 (ongoing)

Professional Affiliations

- American Planning Association (APA), Florida Chapter
- Secretary of the board and Parks Liaison, Florida Design Out Crime Association, a Crime Prevention Through Environmental Design (CPTED) Network
- Florida Recreation and Park Association (FRPA)
- National Recreation and Park Association (NRPA)
- Women Inspiring Leadership (WIL)
- Urban Land Institute



Cindy Heath, CPRP

Project Consultant

Education

- Bachelor of Science, Physical Education, University of New Hampshire, Minor, American History, 1981
- NRPA Western Park Planning & Maintenance School, North Carolina State University Revenue Management School
- NRPA National Computer School, NRPA Leadership, Outdoor Adventure & Health/Fitness Symposiums
- National Thought Leader Symposiums VII & XV, American Trails and National Trails Symposiums
- Robert Wood Johnson/UNC Active Living By Design Conference
- International Mountain Bike Association World Summit & IMBA Trail Care Crew Workshop

Work Experience

Cindy is a Certified Park and Recreation Professional with over 30 years of experience in public parks and recreation programming and administration, non-profit board leadership, facility, parks and trails planning, grant writing, and community partnerships. Her areas of expertise include community consensus building, partnership development, designing community connectivity through trails, eco-tourism and adventure travel, sustainability initiatives, and public art programs.

- GreenPlay LLC, Project Consultant: 2009 - Present
- City of Lebanon, New Hampshire Recreation and Parks Department, Director
- University of New Hampshire Intramural Sports Department, Program Coordinator
- Boston University Sargent Center, Environmental Educator
- Colby Sawyer College, New London, New Hampshire, Adjunct Faculty

Relevant Project Experience

Parks and Recreation Master Plans:

- Town of Essex, VT - Parks and Recreation Master Plan
- City of Keene, NH - Active Recreation Resources Plan

Capital Projects in New Hampshire:

- Riverside Community Park, Design/Construction*
- Riverside Community Park Trail, Accessible Trail Design/Construction*
- Mascoma River Greenway Trail Phase I, Community Volunteer Project*

Trails & Greenway Planning:

- Blueprint For Community Trails, Liveable Walkable Lebanon Plan, Safe Routes to School Community Plan, Mascoma River Greenway Plan, Convener/Facilitator for Local & Regional Trails Planning Forums, Westboro Railyard Community Trail Design, Community Nordic Trail Grooming System*

**Prior to joining GreenPlay*

Program & Project Grants

- National Park Service Rivers and Trails Technical Assistance for Mascoma River Greenway project
- NH Land and Community Heritage Fund, Westboro Railyard Trailhead and Boat Launch
- NH Trails Bureau, Nordic Grooming equipment
- NH Department of Agriculture, Farmers' Market Development
- Robert Wood Johnson Foundation Active Living By Design Grantee Partner, Trail Design and Planning
- National Recreation and Park Association Teens Outside Grantee, Adventure Program Development
- Bryne Foundation, Public Art Visioning Forum
- NH Healthy Communities Foundation, Healthy Eating Active Living Grantee/Project Partner, Trail Advocacy and Policy Development

Publications

- "Leadership in the 21st Century," National Symposium VII, "Why Coaching Certification Matters," NH Municipal Association
- Presenter at NRPA Congress, National Trails Symposium, New England Training Institute, NH Municipal Association, NH, VT and CT Recreation & Park Associations on Active Living By Design, Developing Healthy Communities, Active Lifestyle Programming, Regional
- Trails Partnerships, Youth Sports Coaching Education, Small Town Issues in Recreation and Parks, Power Programming, Youth Development, Customer Service, Staff Motivation and Development



Kim Bailey

Project Consultant

Education & Professional Development

- *University of Colorado, School of Architecture, Denver, Colorado | Ph.D. in Design and Planning. Graduate level courses in urban design and planning. 2006 - 2008*
- *University of Illinois, College of Education, Chicago, Illinois | Graduate level courses in Educational Policy. 1999 - 2003*
- *New York University, School of Education, Health & Arts Profession, New York, New York | MA in Counselor Education. Concentration: School and Community Counseling. May 1992*
- *Northeastern University, College of Arts & Science, Boston, Massachusetts | BS in Psychology. June 1990*
- *Harvard University, John F. Kennedy School of Government, Boston, Massachusetts*
- *Senior Executives in State & Local Government, June 2006*
- *University of Colorado, Graduate School of Public Affairs, Denver, Colorado*
- *Denver Community Leadership Forum, 2004*

Work Experience

Kim has over 15 years of experience in public parks and recreation programming, planning, and management, has held leadership roles in both government and the non profit sector, and is known for her ability to identify strategic alliances, develop community partnerships, and drive innovation. Her public parks and recreation work began with the nationally renowned Chicago Park District where she built strategic partnerships with elected officials and community leaders, and was responsible for bringing the first urban high ropes course to the City. Bailey transitioned to Colorado as a member of the Mayor’s cabinet to manage Denver Parks and Recreation (one of the larger public park systems in the country) with over 250 urban parks and parkways covering 4,300 acres and over 14,000 acres of mountain parks. In addition, she has been instrumental in leading Outward Bound Inc., the nation’s foremost nonprofit delivering active-learning expeditions, implanting their strategic vision for growing program delivery sites (Centers) in urban communities.

Relevant Project Experience

- GreenPlay LLC, Project Consultant: 2011 - Present
- Outward Bound USA, Vice President, Outward Bound Strategy and Centers: 2008 – 2011
 - Focused on program development, growth of the Outward Bound brand and presence nationally, and implementing the five year strategic plan.
- City and County of Denver, Manager Denver Parks and Recreation, 2003 – 2008
 - Appointee in the Mayor’s cabinet, responsible for managing the acquisition, planning, development, operation, and maintenance of the City’s parks and parkways, urban natural acres, 29 recreation centers, and seven municipal golf courses. Manage a \$65 million operating budget and a \$27.5 million capital improvement budget and in 2007 successfully secured \$91 million in bond funds for Parks and Recreation infrastructure improvements
- Chicago Park District, Region Manager, July 2001 – September 2003
 - Responsible for overseeing the overall operation (\$20 million budget) of Chicago Park District recreation programs, facilities, and grounds for all parks and recreation centers on the Southeast side of the city (approximately 1,400 acres in total).
- Area Manager, 1998 – July 2001
 - Responsible for ensuring the quality of leisure and recreation programming, facility and ground maintenance, staff recruitment and development, community outreach, and monitoring of capital improvement project for an assigned area of parks and playlots (approximately 700 acres in total).

Professional Publications

- 2008. “Mental Health Promotion in Children’s Park Programs – Strategies for Success”. National Recreation and Park Association Congress, Baltimore, MD.
- 2006. “Urban Parks and Recreation Forum: Issues Challenges and Lessons Learned– The Evolution of Recreation in Denver.” National Recreation and Park Association Congress, Seattle, WA.
- 2006. “Is There Room for Youth in Our Parks? Will Youth Leave Their Room for Parks?” Urban Park and Recreation Summit, Chicago, IL.
- 2006. “The World Class Park System – An International Perspective”. Parks and Greenspace Conference, Atlanta, GA.
- Kahne, J. & Bailey, K. (1999). The role of social capital in youth development: The case of “I Have a Dream” programs. Educational Evaluation and Policy analysis, 21(3) 321 – 343.
- Bailey, K. & Overstreet, J. (2006). “If we don’t count, we don’t count: Quantifying the Benefits of Denver’s Park System.” *City Parks Alliance* Newsletter.



Allison Hamm, J.D., MSES

Project Consultant

Education

- Master of Science in Environmental Studies (MSES)
- Friends University, Wichita, KS
Internships: Equus Beds Groundwater District (Halstead, KS), Wichita Natural Resources Department, and The Dyck Arboretum of the Plains (Hesston, KS)
Thesis: "Land Use Proposal for Managing Dyck Arboretum's Borders"
- J.D., The American University, Washington College of Law, Washington, D.C.
- Bachelor of Arts in Political Science and History (International Relations) – Wellesley College, Wellesley, MA
Junior Year Abroad Program (International Relations) affiliated with Smith College University of Geneva, Geneva, Switzerland

Environmental Publication

- "The Massachusetts Experience with Nonpoint Sources: Regulators Beware!" *Natural Resources and Environment*, Winter 1996

Work Experience

Allison is a natural resource conservation specialist who thrives on taking programs from early planning stages to successful implementation. With a Law degree and a Master of Science in Environmental Studies, Allison has significant experience with water/land resource management and conservation issues. She has also performed grant consulting services and has experience in securing funding for various conservation efforts. While working for Friends University in Wichita, Allison developed and taught the Environmental Law course for the Environmental Studies Graduate program. She is active on many civic committees dedicated to protecting and preserving wildlands and open spaces.

Relevant Project Experience

- Colorado Open Lands, Pro bono Legal and Grant Consulting | Lakewood, CO 2011 - present
 - o Performed transactional and other legal research as well as grant proposal assistance at Colorado Open Lands state-wide land trust.
- Program Coordinator/Development Associate
Dyck Arboretum of the Plains, Hesston College | Hesston, KS 2003 - 2008
 - o Secured funding necessary for critical prairie conservation and education programs to flourish.
 - o Coordinated the City of Hesston Community Wildlife Habitat Certification by the National Wildlife Federation; shepherding a team of volunteers through the process to completion in one year, rather than the two to five year period typically required.
- Environmental Law Professor, Friends University | Wichita, KS 2003 - 2006
 - o Developed curriculum for and taught Environmental Law course for Environmental Studies graduate program, covering federal environmental legislation and western water law.
- Coordinator, Blackstone Headwaters Coalition | Worcester, MA 1997 - 1999
 - o Created this watershed coalition within the headwaters to the Blackstone River, in partnership with stakeholder organizations and individuals.
 - o Coordinated planning and implementation activities to achieve the coalition's vision of a clean Blackstone River and its headwaters.
- Coordinator of Watershed Outreach (AmeriCorps) | Leominster, MA 1996
Massachusetts Watershed Coalition
 - o Guided grassroots groups throughout the commonwealth to achieve their full potential as champions of their watersheds.

Civic Activities

- Open Space Advisory Committee, (Lafayette, Colorado) – Appointed by City Council to serve on the City of Lafayette Open Space Advisory Committee (2012 to present)
- Wildlands Restoration Volunteers (Boulder, Colorado) – Board member and volunteer (Joined Board in 2012)
- Friends of the Great Plains Nature Center (Wichita, Kansas) 2003 -2009
- GreenWay Alliance (Wichita, Kansas) – President: 2006 - 2009, Secretary: 2002 - 2005
- Visioneering Wichita (Wichita, Kansas) – Selected as Task Force member for visioning process facilitated through the Chamber of Commerce. Served on Joint Leadership Team for Recreation Alliance. 2004 - 2009
- Greater Worcester Land Trust (Worcester, Massachusetts) – Board Member: 1995 - 1999
- Blackstone River Valley National Heritage Corridor (Massachusetts) – Watershed representative on advisory committee for the BRVNH Commission's Land Management Plan. 1997
- Union Station Citizen Participation Committee (Worcester, Massachusetts) – Representative on committee overseeing renovation of Worcester's Union Station into an Inter-modal Transportation Center. 1993 - 1999

Key Consortium Alliances

Our Winning Formula Personal Service + Achievement of Goals = Great Relationships

GreenPlay is committed to partnering with leading experts and firms to ensure the highest quality results for your individual community. The following firms are just some of the agencies that we work with on a regular basis.

- **AECOM, Inc.** – Landscape Architecture and Urban Planning
- **Atkins** – Planning, Architecture, and Landscape Architecture
- **Barker Rinker Seacat Architecture** – Architects Specializing in Recreational Facilities
- **Design Concepts** – GRASP® Analysis, Landscape Architects and Planners
- **Design Workshop** – Landscape Architecture, Land Planning, Urban Design and Tourism Planning
- **Design Perspectives** – Parks and Recreation Landscape and Planning
- **Glattig Jackson** – Community Planning and Design
- **Good Company** – Sustainability Experts and Assessment
- **Greystone Environmental** – Environmental Resources and Wildlife Biologists
- **Group Mackenzie** – Landscape Architecture, Design, and Planning
- **HHI** – Landscape Architecture, Planning, and Environmental Graphics Services
- **HOK** – Planning, Landscape Architecture, Urban Design
- **Hydraulic Design Group** – Whitewater Park Design
- **HVS International** – Hotel and Golf Course Feasibility and Planning
- **MSP Architects** – Recreational Facility Architects
- **National Service Research (NSR)** – Statistically-valid Research Surveys
- **Pressley & Associates** – Landscape Architecture and Planning
- **RNL Design** – Multi-disciplinary Planning Firm
- **Rowe, Inc.** – Landscape Architecture and Planning
- **Royce Arbour, Inc.** – Public Administration Management Consultants
- **RRC Associates** – Planning and Research Consultants
- **Sink Combs Dethlefs Sports Architecture** – Architects Specializing in Recreational Facilities
- **Tunnell-Spangler-Walsh & Associates** – Land and Urban Planning, Architecture, and Design
- **Water Technology** – Aquatics Design/Planning
- **Water's Edge** – Aquatics Design/Planning
- **Wenk Associates** – Landscape Architects and Planners
- **Williams Architects** – Recreation Facility Architects
- **Your Write Hand** – Grant Writing Consultants

What's In Our Name?

GreenPlay LLC

Green represents our passion for parks, recreation, and open space and our continued goal for **environmental sustainability in all projects.**

Play represents the recreation professional who actively demonstrates the joy of spending time doing things they love.

GreenPlay works together with organizations to help solve their problems and achieve unified goals. By performing these services, we simplify your job and make working together fun.

Key Individual Client References

“GreenPlay’s leadership in our master planning process helped us set our priorities based on community input. We were particularly impressed with their GRASP® technology, expertise and facilitation process. I would highly recommend GreenPlay to other agencies who are considering a master plan for their community.”

Mr. Mick Renneisen, *Director*, Bloomington Parks and Recreation
420 E. Front Ave., PO Box 848, Bloomington, IN, 47402
(812) 349-3711; renneism@bloomington.in.gov

Dody Erickson, Recreation Director
City and County of Denver
201 W. Colfax Ave.
6th Floor, Dept. 613
Denver, CO 80202
(720) 913-0663
Dody.Erickson@ci.Denver.CO.US

Edie Hylton, Community Services Director
City of La Quinta
78-495 Calle Tampico
La Quinta, CA 92253
(760) 777-7032
ehylton@la-quinta.org

Don Horton, Executive Director
Bend Parks and Recreation District
200 N.W. Pacific Park Lane
Bend, OR 97701
(541) 389-7275x101
don@bendparksandrec.org

John Henderson, Research and Evaluation Manager
Department of Parks and Recreation in Prince George’s
County
1901 CPL Frank Scott Drive
College Park, MD 20737
(301) 864-6957
john.henderson@pgparks.com

Kathy Hodgson, Director
City of Lakewood Community Services
480 South Allison Parkway, Civic Center South
Lakewood, CO 80226-3126
(303) 987-7819
kathyod@lakewood.org

Kathy Spangler, Vice President of US Programs
Save the Children
2000 L Street, N.W.
Suite 500
Washington, D.C. 20036
(202) 640-6600
kspangler@savechildren.org
(former Director of National Partnerships for NRPA)

Brad Reid, Director of Parks and Recreation
City of Coppell
255 Parkway Blvd., PO Box 9478
Coppell, TX 75019
(462) 304-5100
Braid@ci.Coppell.tx.us

Sample Project Experience

- Master / Strategic Planning and Needs Assessments
- Feasibility Studies and Operational Pro formas
- Cost Recovery, Pricing Philosophy, Organizational Audits, and Special Projects
- Promotions, Marketing, Alternative Funding, and Partnerships

"I want to thank GreenPlay for all of your hard work with the Salt Lake County Parks & Recreation's Organizational Study. I really appreciate your positive attitude and professionalism throughout our Study. You have done an excellent job! We will be able to utilize this as a useful tool for our Organization."

Michele Nekota
Parks and Recreation Division Director
Salt Lake County Parks and Recreation

Master/Strategic Planning & Needs Assessments

GreenPlay assists public agencies and other organizations throughout the nation with all aspects of master and strategic planning, including needs assessment, public process, level of service analysis, trends, benchmarking, demographics, financial and funding analysis, core services identification, operational and maintenance planning, setting strategic goals and implementation for all quality of life services. GreenPlay usually acts as a Prime Consultant managing projects, but sometimes works in conjunction with other firms as a sub-consultant.

Examples of past projects include:

- **City of Aberdeen, South Dakota** – Parks and Recreation Needs Assessment
- **City of Albany and Dougherty County, Georgia** – Recreation Master Plan Update
- **City of Alexandria, Virginia** – Campagna Center Indoor/Outdoor Playspace Assessment - *in conjunction with Design Concepts*
- **Archuleta County, Colorado** – Recreation Planning Services - *in conjunction with Design Concepts*
- **Arlington, Texas** – Indoor Recreation Centers Assessment and Plan
- **Arlington County, Virginia** – Public Spaces Master Plan – “Where the Community Comes Together!”
- **City of Arvada, Colorado** – Parks and Open Space Public Process and Master Plan
- **North Jeffco Parks & Recreation District, Arvada, Colorado** – Strategic and Master Plans
- **City of Asheville, North Carolina** – Parks, Recreation, Cultural Arts, and Greenways Master Plan
- **Private Health Club, Aurora, Colorado** – Market and Revenue Program Assessment
- **City of Battle Creek, Michigan** – Parks & Recreation Master Plan
- **Bella Vista Village, Arkansas** – Comprehensive Needs Assessment and Action Plan
- **Bend Metropolitan Parks and Recreation District, Bend, Oregon** – Comprehensive Parks, Recreation, Open Space and Trails Master Plan
- **City of Bloomington, Indiana** – Parks and Recreation Master Plan Update
- **Bonner Springs, Kansas** – Parks and Recreation Master Plan
- **City of Boulder, Colorado** – Parks and Recreation Department Management & Planning
- **University of Colorado, Boulder, Colorado** – Sports Facilities Needs Assessment
- **City of Brighton, Colorado** – Parks and Recreation Master Plan Update
- **City of Brookline, Massachusetts** – Parks and Recreation Master Plan
- **Broward County, Florida** – Needs Assessment for the Parks and Recreation Division
- **City and County of Broomfield, Colorado** – Open Space, Parks, Recreation, and Trails Master/Strategic Plan
- **City and County of Broomfield, Colorado** – Broomfield Bay Aquatic Park - Master Plan and Design Documents – *In conjunction with BHA Design Inc.*
- **City of Burien, Washington** – Community Center Master Plan
- **Town of Carbondale, Colorado** – Parks, Recreation and Trails Master Plan
- **Town of Cary, North Carolina** – Parks, Recreation, and Cultural Facilities Master Plan
- **City of Casa Grande, Arizona** – Community Services Department Master Plan
- **Town of Castle Rock, Colorado** – Parks, Recreation and Public Properties Master Plan
- **Town of Castle Rock, Colorado** – Phillip S. Miller Park Site Plan *In conjunction with BHA Design*
- **City of Cedar Rapids, Iowa** – Recreation Needs Assessment and Master Plan
- **City of Cedar Rapids, Iowa** – Parks and Recreation Master Plan
- **Charleston County Parks and Recreation Commission, South Carolina** – Parks, Recreation, Trails, and Open Space Comprehensive Plan
- **Cherokee County, Georgia** – Comprehensive Parks and Recreation Master Plan
- **Cherry Hills Community Church, Highlands Ranch, Colorado** – Needs Assessment and Operational Pro forma
- **City of Colorado Springs, Colorado** – Red Rock Canyon Open Space Park Master Plan
- **Colorado State Parks, Colorado** – Colorado Front Range Trail Implementation Plan

Master/Strategic Planning & Needs Assessments

Continued...

- **City of Commerce City, Colorado** – Parks and Recreation Department Survey Design
- **City of Commerce City, Colorado** – Strategic Plan for Recreation Programs, Services, and Facilities
- **City of Coppell, Texas** – Parks and Recreation Master Plan
- **City of Corvallis, Oregon** – Parks and Recreation Master Plan Update
- **Cripple Creek, Colorado** – Parks and Recreation Needs Assessment and Recreation Center Feasibility Study
- **Crown Mountain Park and Recreation District, Colorado** – Parks and Recreation Needs Assessment and Recreation Center Feasibility Study
- **City and County of Denver, Colorado** – Athletic Field Master Plan
- **City and County of Denver, Colorado** – Recreation Center Needs Assessment and Service Analysis
- **City and County of Denver, Colorado** – Parks and Recreation Program Planning
- **City and County of Denver, Colorado** – Parks and Recreation Master Plan
- **City and County of Denver, Colorado** – River North Park Plan *in conjunction with Civitas*
- **Desert Recreation District, California** – Parks and Recreation Strategic Plan
- **Town of Dillon, Colorado** – Parks and Recreation Master Plan
- **Eagle-Vail Metropolitan District, Colorado** – Park and Recreation Needs Assessment
- **Eastern Rio Blanco Metropolitan Recreation District** – Recreation, Parks and Trails Master Plan
- **Town of Essex, Vermont** – Recreation Needs Assessment and Strategic Plan
- **Town of Estes Park, Colorado** – Park and Recreation Needs Assessment
- **City of Evans, Colorado** – Open Space and Trails Master Plan
- **Evergreen Park and Recreation District** – Park and Recreation Master Plan
- **Federal Way, Washington** – Performance Benchmarking and Strategic Planning for New Community Center
- **City of Fitchburg, Wisconsin** – Program Needs Study
- **City of Fort Collins, Colorado** – Parks and Recreation Policy Plan Update
- **City of Fort Lauderdale, Florida** – Long-Range Strategic Plan
- **City of Fort Morgan, Colorado** – Parks, Recreation and Open Space Master Plan
- **Freeport McMoran Copper and Gold** – Morenci, Arizona Community Center Feasibility Study *In conjunction with Barker Rinker Seacat Architecture*
- **Genesee Foundation, Golden, Colorado** – Community Facilities and Recreation Study
- **City of Glenwood Springs, Colorado** – Parks, Recreation and Open Space Master Plan
- **Foothills Art Center, Golden, Colorado** – Board of Directors Vision and Strategic Plan
- **Grand County Recreation District, Moab, Utah** – Recreation Facilities Needs Assessment Study
- **Grandview, Missouri** – Parks and Recreation Master Plan
- **Grandview, Missouri** – Citywide Trails Plan
- **Town of Granby, Colorado** – Parks Master Plan
- **City of Hamilton, Ohio** – Parks and Recreation Master Plan
- **City of Hayden, Colorado** – Parks, Recreation, Trails, and Open Space Master Plan
- **Hays County, Texas** – Parks, Open Space, and Natural Areas Master Plan - *In conjunction with Design Workshop*
- **City of Hutchinson, Kansas** – Park Development Master Plan *In conjunction with Bartlett & West*
- **City of Iowa City, Iowa** – Park and Recreation Master Plan
- **City of Keene, New Hampshire** – Recreation Management Plan
- **City of La Quinta, California** – Community Services Master Plan
- **City of Lafayette, Colorado** – Parks and Recreation Master Plan Update
- **Laguna Hills, California** – Recreation Center Needs Assessment
- **City of Lake Oswego, Oregon** – Park & Recreation Facility Needs Assessment

Master/Strategic Planning & Needs Assessments

Continued...

- **City of Las Cruces, New Mexico** – Parks, Recreation, and Open Space Master Plan
- **Lake County, Colorado** – Recreation Master Plan
- **City of Lakewood, Colorado** – Community Resources Master Plan
- **Town of Leesburg, Virginia** – Parks and Recreation Needs Analysis
- **Lisle Park District, Lisle, Illinois** – Park District Master Plan
- **City of Lone Tree, Colorado** – Parks, Trails and Recreation Master Plan
- **City of Longmont, Colorado** – Open Space and Trails Comprehensive Master Plan
- **City of Louisville, Colorado** – Parks, Recreation, Open Space, and Trails Comprehensive Master Plan
- **Town of Lyons, Colorado** – Parks and Recreation Master Plan
- **Macomb Township, Michigan** – Parks & Recreation Needs Assessment
- **Manheim Township, Pennsylvania** – Needs Assessment and Operational Pro formas
- **Manitou Springs, Colorado** – Manitou Incline Plan
- **Maryland National Capital Parks and Planning Commission | Montgomery County, Maryland** – 2030 Vision and 10-Year Strategic Plan
- **Maryland National Capital Parks and Planning Commission, Prince George's County, Maryland** – Needs Assessment, 2040 Vision and Framework, and 10-Year Strategic Plan
- **City of Maryville, Tennessee** – Tennessee Parks and Recreation Strategic Master Plan
- **City of Miami, Florida** – Parks and Recreation Long-Range Strategic Plan
- **City of Monte Vista, Colorado** – Ski-Hi Feasibility Study/Parks and Recreation Master Plan
- **Montrose Recreation District, Montrose, Colorado** Parks and Recreation Master Plan
- **Town of Nederland, Colorado** – Open Space, Trails, Parks, and Outdoor Recreation Master Plan Update and Gateway Park Plan
- **New Mexico Energy, Minerals, and Natural Resources Department – State Parks Division** – 2009 Statewide Outdoor Comprehensive Recreation Plan Update (SCORP)
- **City of New Orleans, Louisiana** – Lafitte Greenway Park Corridor and Trails Master Planning *In conjunction with Design Workshop*
- **North Clackamas County Park and Recreation District, Oregon** – Parks and Recreation Master Plan and Strategic Plan
- **Oklahoma City, Oklahoma** – Aquatics Strategic and Marketing Plan
- **Oklahoma City, Oklahoma** – Indoor Recreation Facilities and Programs Strategic Plan
- **Oregon City, Oregon** – Parks and Recreation Master Plan Update
- **City of Palm Springs, California** – Parks and Recreation Master Plan
- **Town of Parker, Colorado** – Needs Assessment and Strategic Plan for Senior Services and Therapeutic Recreation
- **City of Pflugerville, Texas** – Parks and Recreation Master Plan
- **City of Post Falls, Idaho** – Parks and Recreation Master Plan
- **Town of Prescott Valley, Arizona** – Parks and Recreation Master Plan & Feasibility Analysis
- **Prospect Recreation and Park District, Colorado** – Parks and Recreation Master Plan
- **Pueblo Area Council of Government, Pueblo, Colorado** – Recreation and Tourism Plan
- **City of Pueblo, Colorado** – Parks and Recreation Organizational Assessment and Implementation Plan
- **Storybook Island, Rapid City, South Dakota** – Needs Assessment and Business Model
- **City of Raymore, Missouri** – Parks and Recreation Strategic Implementation Plan
- **City of Roswell, New Mexico** – Parks and Recreation and Open Space Master Plan
- **City of Salida, Colorado** – Parks, Recreation, Trails and Open Space Master Plan
- **City of San Diego, California, Center City Development Corporation** – Downtown San Diego Needs Assessment for Open Space, Parks, and Recreation
- **City of San Francisco, California** – Parks & Recreation Programming Assessment & Work Plan

Master/Strategic Planning & Needs Assessments

Continued...

- **City of Sherwood, Oregon** – Parks Master Plan
- **City of Shoreline, Washington** – Parks, Recreation and Open Space Plan
- **Town of Silverthorne, Colorado** – Long Range Strategic Recreation and Culture Department Plan
- **City of South Jordan, Utah** – Parks, Recreation, Community Arts, Trails, and Open Space Master Plan
- **Stapleton Development Corp., Denver, Colorado** Needs Assessment and Program Plan and Park, Trails, and Greenways Master Plan
- **Town of Steamboat Springs, Colorado** – Parks and Recreation Master Plan
- **Town of Superior, Colorado** – Parks, Recreation, Open Space, and Trails Master Plan
- **Strasburg Parks and Recreation District, Colorado** Parks, Recreation, and Trails Master Plan
- **Metro Parks Tacoma, Tacoma, Washington** – Mission-Led Comprehensive Recreation Plan
- **Tulsa, Oklahoma** – Park and Recreation Master Plan
- **United States Antarctica Program** – Recreation and Wellness Master Plan
- **City of University Place, Washington** – Capital Strategies Study
- **Town of Vail, Colorado** – Parks and Recreation Master Plan
- **National Capital Planning Commission, Washington, D.C. – CapitalSpace Initiative** District of Columbia Integrated Master Plan
- **Williamson County, Tennessee** – Comprehensive Parks and Recreation Master Plan
- **Williston Parks and Recreation District, North Dakota** – Parks and Recreation Master Plan and Strategic Plan for Recreation
- **Town of Windsor, Colorado** – Parks, Recreation, and Open Space Master Plan Update
- **City of Winter Haven, Florida** – Parks and Recreation Master Plan
- **City of Winter Park, Florida** – Strategic Recreation Facilities Programming Plan
- **Woodburn, Oregon** – Park and Recreation Master Plan

Feasibility Studies and Operational Pro formas

GreenPlay staff provides expertise in creating feasibility and conceptual studies for new and existing recreation centers, sports complexes, performing arts centers, nature centers, aquatic facilities, and other projects. Our team creates detailed and accurate business plans, operational Pro formas, budgeting, finance, marketing, communications, and management planning. Typically, GreenPlay works alongside facility and landscape architects, depending on the project scope. Sometimes they are our sub-consultants, sometimes we are a sub-contractor, or we may be hired separately from them by an organization. GreenPlay specifically does not do design and construction document work and has no inherent benefit from recommending and planning future projects. This allows us to be an objective third party, always with the overall best interests of your community in mind.

Examples of past projects include:

- **Mid Valley Metropolitan District, Basalt, Colorado** – Management Planning, Operational Feasibility, and Financial Pro forma for a Future Recreation Center
- **City of Bend, Oregon Parks and Recreation District** Indoor Hockey and/or Indoor Soccer Arena Operational Budget and Pro forma
- **City of Brighton, Colorado** – Aquatics and Child Care Centers Feasibility Study
- **City of Broomfield, Colorado** – Indoor Aquatic Center Feasibility Study
- **Town of Carbondale, Colorado** – Community Recreation Center Feasibility Study
- **City of Cedar Rapids, Iowa** – Community Recreation Center Feasibility Study
- **City of Clive, Iowa** – Community Recreation Center Feasibility Study
- **Colorado Springs, Colorado** – Operational Budget and Pro forma
- **Crown Mountain Park and Recreation District** – Recreation Center Feasibility Study
- **West Elmore County Park District, Idaho** – Indoor Aquatic and Recreation Center Operating Budget and Pro forma
- **Town of Estes Park, Colorado** – Market Study and Pro forma for a Multipurpose Event Center
- **South Park Recreation District, Fairplay, Colorado** Community Recreation Center Plans
- **City of Federal Way, Washington** – Community Center Plan and Design
- **City of Fort Morgan, Colorado** – Recreation Center Feasibility Study
- **City of Fruita, Colorado** – Recreation Center Feasibility Study
- **Genesee Foundation, Golden, Colorado** – Community Facilities and Recreation Study
- **City of Glendale, Illinois** – Sports Hub Renovation - Operational Cost and Revenue Pro forma
- **Town of Guernsey, Wyoming** – Operational Consulting for the Tri-City Recreation Center
- **Town of Gypsum, Colorado** – Community Recreation Facility Development Plan
- **Independence Township, Michigan** – Parks & Recreation Department Feasibility Study
- **City of Kent, Washington** – Community Aquatics Center/Recreation Center Feasibility Study and Business Plan Revision
- **Larimer County, Colorado** – County Fairgrounds Feasibility Study
- **City of Las Cruces, New Mexico** – Aquatic and Recreation Center Feasibility Study
- **Lawrence, Kansas, Partners for Lawrence Athletics & Youth (PLAY) Committee** – Sports Venue Feasibility Study
- **Lone Peak Recreation District, Utah** – Recreation Center Feasibility Study
- **Los Alamos County, New Mexico** – Leisure Pool Facility Study
- **City of Louisville, Colorado** – Athletic Fields Feasibility Study
- **Macomb Township, Michigan** – Parks & Recreation Center Management, Operations, and Planning
- **Milwaukee County, Wisconsin** – Pulaski and Noyes Indoor Pool Facility Feasibility Study
- **Montrose Recreation District** – Recreation Center Feasibility Study
- **Moorhead, Minnesota, Multiple Agencies** – Metropolitan Sports Facilities Framework Plan
- **City of North Las Vegas, Nevada** – Multi-Generational Recreation Center Confirmation, Business and Management Planning
- **Northbrook Park District, Northbrook, Illinois** – Indoor Space Study

Feasibility Studies and Operational Pro formas

Continued...

- **City of Northglenn, Colorado** – Community Recreation Center Expansion Feasibility Study
- **City of Owensboro, Kentucky** – Community Center Feasibility Study and Conceptual Plan
- **City of Palm Desert, California** – Pro forma Business Plan for a Parks and Recreation Department
- **Town of Parker, Colorado** – Field House Operational Analysis
- **Town of Rangely and Western Rio Blanco Recreation and Park District, Colorado** – White Riverside Park, Trail, Whitewater Park, and Heritage/Visitors Center Feasibility Study and Concept Plan
- **Town of Rifle, Colorado** – Operational Pro forma Review
- **City of Riverton, Wyoming** – Recreation Center Operational Budget and Pro forma
- **Roxborough Center, Roxborough, Colorado** – Indoor Athletic Facility Business Plan
- **City of Santa Barbara, California** – Cabrillo Bath House Feasibility Study
- **City of Sherwood, Oregon** – Cultural Arts & Community Center Feasibility Study
- **City of Steamboat Springs, Colorado** – Management Planning, Operational Feasibility, and Financial Pro forma for a Future Recreation Center
- **Town of Superior, Colorado** – Feasibility Study, Survey & Concept Design for Community Rec Facilities
- **Metro Parks Tacoma, Tacoma, Washington** – Business Plan Alignment and Training
- **City of Tumwater, Washington** – Community Center Feasibility Study
- **Waukee, Iowa** – Recreation Complex Feasibility Study
- **Wheatland, Wyoming** – Community Center Feasibility Study
- **Town of Windsor, Colorado** – Community Center Expansion Feasibility Study
- **Fraser Valley Metropolitan Recreation District, Winter Park, Colorado** – Management Planning, Operational Feasibility, and Financial Pro forma

Cost Recovery, Pricing Philosophy, Organizational Audits, and Special Projects

GreenPlay performs a variety of projects that are specific to challenges occurring within organizations. We are, first and foremost, management consultants. If your organization has a challenge or needs solutions, we can help. We bring strong national expertise, but work one on one with you to help your community run better.

Examples of past projects include:

- **Arizona State Parks, Arizona** – Development of Comprehensive Pricing Policy and Cost Recovery Philosophy Facilitation
- **Arlington, Texas** – Cost Recovery Model, Pricing Philosophy and Policy Development
- **Arlington, Virginia** – Pricing and Cost Recovery Philosophy and Plan Facilitation
- **Bend Metro Parks and Recreation District, Oregon** – Pricing and Cost Recovery Workshops - Senior Center Agreement Facilitation
- **Bismarck Parks & Recreation District, Bismarck, North Dakota** – Aquatic Program and Facility Review
- **YMCA of Boulder Valley, Boulder, Colorado** – YMCA Board Facilitation
- **Breckenridge, Colorado** – Public Involvement Process
- **Carlsbad, California** – Park Development and Operational Funding Options and Strategies
- **City of Coppell, Texas** – Cost Recovery Study
- **City of Corvallis, Oregon** – Cost Recovery Philosophy

Cost Recovery, Pricing Philosophy, Organizational Audits, and Special Projects

Continued...

- **Crown Mountain Recreation District, Colorado** – Executive Director Recruitment
- **City and County of Denver, Colorado** – Core Services and Cost Recovery Study
- **City and County of Denver, Colorado** – Cost Benefit Analysis for Recreation Services and Programs
- **City and County of Denver, Colorado** – Cost Benefit Analysis and Service Assessment for the Department of Parks and Recreation
- **City and County of Denver, Colorado** – Parks and Recreation History Project
- **City and County of Denver, Colorado** – Recreation Center Neighborhood Involvement Program
- **City and County of Denver, Colorado** – Partnership Agreement Facilitation
- **City of Durham, North Carolina** – Program Evaluation
- **City of Evans, Colorado** – Park Impact Fee Study
- **Evergreen Park and Recreation District, Evergreen, Colorado** – Staff and Board Facilitation
- **Fraser Valley Metro District, Fraser, Colorado** – Pricing & Cost Recovery Staff and Board Retreat
- **Indiana University** – Healthy Communities Surveillance Tool Kit Research
- **City of Largo, Florida** – Staff Planning Retreat Facilitation
- **Foothills Parks & Recreation District, Littleton, Colorado** – Pricing Philosophy Presentation and Workshop
- **Landmark Properties Group, Inc., Littleton, Colorado** – Parks and Recreation Service Provider Research
- **Town of Lochbuie, Colorado** – Analysis of Creation of a Special District
- **Town of Lochbuie, Colorado** – Implementation Research for Parks, Trails & Open Space Master Plan
- **Montrose Parks & Recreation District, Montrose, Colorado** – Pricing and Cost Recovery Workshops
- **National Inventory for the National Recreation and Park Association** – National Football League and USA Football Community Football Assessment Partnership Fulfillment and National Strategies
- **State of New Hampshire** – Statewide Comprehensive Outdoor Recreation Plan Editorial and Writing Assistance
- **City of New Orleans, Louisiana** – Management Planning, Operational Feasibility, and Financial Pro forma for the Lafitte Greenway *In conjunction with Design Workshop.*
- **City of Northville and Charter Township of Northville, Michigan** – Parks & Recreation Organizational Review and Long Term Strategy
- **Oak Park District, Oak Park, Illinois** – Trends Analysis for a Parks and Recreation Master Plan
- **City of Peoria, Arizona** – Management and Operations Planning
- **Three Rivers Park District, Plymouth, Minnesota** – Pricing and Cost Recovery Policy Development
- **Salt Lake County, Utah** – Organizational Development Study
- **San Diego County, California** – Cost Recovery, Resource Allocation, and Revenue Enhancement Study of the Department of Parks And Recreation
- **City of South Jordan, Utah** – Cost Recovery, Pricing Philosophy, and Policy Development
- **City of South Jordan, Utah** – Cost Recovery and Resource Allocation
- **South Suburban Parks & Recreation District, Arapahoe County, and City of Centennial, Colorado** – Study of Parks and Recreation Services
- **South Suburban Parks and Recreation District, Colorado** – Parks and Recreation Expert Witness Town of Superior, Colorado Public Process Facilitation for Town 9 Park Development
- **Spokane, Washington** – Best Practices in Planning Facilitation and Presentation
- **Uintah Recreation District, Vernal Utah** Board/Staff Retreat
- **Private Citizen, Wheeling, West Virginia** – Expert Witness Eminent Domain
- **Willamalane Parks and Recreation District, Oregon** – Pricing Philosophy and Cost Recovery
- **City of Wimberly, Texas** – Blue Hole Regional Park Business Plan - *In conjunction with Design Workshop*
- **YMCA - Windsor, Colorado** – Recreation Programming and Service Assessment

Promotions, Marketing, Alternative Funding and Partnerships

GreenPlay participates in and supports ongoing research and innovations in alternative funding, core services identification, cost recovery, and communication methodologies. We often assist agencies with creating plans, policies, and consensus on philosophies related to funding, appropriate subsidies, budget creation and reduction, and partnership facilitation.

Examples of past projects include:

- **City of Boulder, Colorado** – Parks & Recreation Partnership Process & Facilitation
- **City of Carlsbad, California** – Park Development and Operational Funding Options and Strategies
- **City of Federal Way, Washington** – Community Center Marketing, Management, and Operational Planning
- **Hillcrest Capital Consulting, Minneapolis, Minnesota** – Market Research Project – Recycled Plastic Lumber
- **MZI, Inc., Golden, Colorado** – Marketing & Business Plan
- **ECI, Loveland, Colorado** – Marketing Strategy and Plan
- **City of Mesa, Arizona** – Parks & Recreation Comprehensive Fundraising Feasibility Study
- **Town of Superior, Colorado** – Public Process Facilitation for Town 9 Park Development
- **The Breakaway Center, Westminster, Colorado** – Indoor Inline Arena Management, Operations, and Planning
- **Willamalane Parks and Recreation District, Oregon** – Pricing Philosophy and Cost Recovery
- **Town of Windsor, Colorado** – Park Land Dedication and Impact Fee Costing Study Feasibility

“GreenPlay’s work was very instrumental in moving our story forward for the Manheim Township Community Center. Should we ever have the opportunity to be involved in this kind of work again, GreenPlay will be one of the first consultants we would recommend.”

Robert A. Brandt, Jr., *President*
Benchmark Construction Company, Inc.
Brownstown, PA

“GreenPlay was extremely adept at integrating the varied and diverse parts of our project. Their work was exceptional and greatly appreciated.”

Dan Wolford, *Superintendent of Open Space & Trails*
Longmont, CO



The Mission of GP RED is to facilitate the creation of interdisciplinary, innovative, practical management tools and strategies intended to enhance and promote integration of health, recreation, and land management industries through research, education, and development.

Discovery Bay, CA, Community Services District Operational and Management Services - Program, Staffing, and Equipment Plan for DBAC Conversion to a Community Center

February 13, 2013

Rick Howard
General Manager
Town of Discovery Bay
A Community Services District
Submitted by email to: rhoward@todb.ca.gov

Dear Rick:

GreenPlay LLC is pleased to submit this proposal outlining initial scope and services to assist with identification of key considerations for operations and operational budgeting, programming, staffing, and equipment needs for Conversion of the newly acquired Discovery Bay Athletic Club.

We understand that the Town of Discovery Bay (TODB) needs consulting assistance to help convert the Athletic Club into a working Community Center (with fitness, tennis, aquatics, and other programming options as per the **Summary for Consideration for Operations Report**, submitted in November 2012). We understand that this conversion occur as the TODB works to build a new Community Center Complex on the site. This work assumes that the TODB will hire a separate aquatics, architectural, and accessibility consultants as needed to inform the TODB on the feasibility of the pool operations, ADA, and structural improvements. We are offering to provide these initial services within this work order, and can provide additional consulting services as needed on an hourly, daily, or firm-fixed fee basis as you move forward to help make these transitions and provide a workable center for the Town of Discovery Bay.

Our GreenPlay team will include Pat O'Toole, Principal, as your Project Manager, and me, **Teresa Penbrooke, MAOM, CPRE**, as Principal in Charge. Other staff may be added if additional services are requested.

Summary of Current Scope

At this point to assist the TODB, we will be happy to:

- Review the initial materials submitted, the Operations Report, and any other updated materials since November (2 hours).
- Prepare for and conduct an on-site visit and meetings with key staff, instructors, users, and the current manager of the club (date TBD). Onsite schedule will include one full day of meetings and facility/key operational equipment inventory (24 hours).
- Provide a sample invitation and schedule for on-site meetings with stakeholders (staff, instructors, and users) (2 hours).
- Inventory the fitness (cardio and weight equipment) and other included primary operations equipment to help determine current & future needs for ongoing operations, updates, and programming enhancements throughout 2013 (4 hours).
- Provide a **Conversion Plan**, including a draft program and staffing plan, job descriptions, and operational conceptual costs outlined for Year One year of operations as a Community Center. (16 hours).
- Include a pre-reopening checklist and summary action items for the TODB (4 hours)
- Work with TODB staff to highlight priorities and recommended changes for operations (with the understanding that all physical improvements and future staffing will be handled by TODB staff or contractors.) (4 hours)
- Prepare a **Conversion Plan Report** with recommendations and action items. This deliverable will be submitted by email within 10 working days of the on-site visit and reviewed by phone conference, if needed (8 hours).

We have developed very effective and efficient ways of communicating, producing and delivering high quality service, ensuring that your community is receiving the highest return on investment possible in this important work. We have worked with over 300 communities on various plans and projects, using information, tools, and methodologies, and still treat each project as unique, providing customized community-specific results.

Proposed Current Agency Investment

64 hours x \$150 per hour = \$9,600 plus one trip (\$1,200) = \$10,800

Additional calls and trips can be added as needed at a rate of \$150 per hour, \$1,500 per day plus expenses.

Standard GreenPlay Pricing Information and Details

This project is priced at an allocated hourly plus expenses structure for less than 100 hours of services.

For most other projects greater than 100 hours, GreenPlay typically recommends and proposes using a **Firm-Fixed Price** model for compensation. This means that the contract is based on completion of pre-determined contracted tasks the **Scope of Work** within a pre-specified timeline. This usually works well for the client in that they will get all the work done that they need, regardless of how many hours during the timeline that it takes to do it. The firm fixed fee also means that all travel, reimbursable expenses, and deliverables are usually built into the per task cost.

In the event that the contracted **Scope of Work** is changed by the client during the course of work, GreenPlay can adjust total contract fees accordingly based on the regular hourly or daily rates, or on a firm-fixed fee basis.

Our rates include:

- Professional staff, sub-consultant, and administrative salaries.
- All office overhead, equipment, utilities, and insurances.
- Taxes, employee benefits, and Worker's Compensation.
- Administrative support staff and supplies and local travel.
- Deliverables and meetings as outlined in the Scope of Work.

Rates may not include (unless specified in the Scope of Work):

- Materials and services outside of the pre-specified Scope of Work (may include extra meetings, requested copies, travel expenses if not billed as reimbursables and printing of work products).

As a baseline: When billing hourly, GreenPlay's hourly rate is \$150 per hour or \$1500 per day plus expenses for all contracted professional consulting services. While the hourly rates may sound high relative to typical public agency staff pay rates, our fees comprehensively include the costs for our consultants and related administrative expenses, insurance, equipment, and other relevant costs associated with our services. We find that this rate is usually comparable to, or lower than, what an agency would spend for in-house staff. An additional benefit is that when the project is finished, the expense ends.

Invoicing: Greenplay typically submits an invoice for payment to the project manager or primary contact person on a monthly basis following services provided. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award.

Project Delays: We understand that time is tax-payer money. GreenPlay team members strive to complete our projects in a timely and efficient manner. We will work with your Project Manager to set an expedient and realistic “scope of work end date.” There is an added cost for GreenPlay when projects are extended beyond a contracted end date, including staff reassignment, loss of capacity to perform other work, and administrative schedule changes that may impact other projects. Our policy takes into consideration delays due to operational and approval constraints, scheduling, and other internal and external factors. GreenPlay will discuss our typical policy regarding project delays upon contract award.

Our Commitment to You

We understand that the current economic climate is driving agencies to examine “why” as well as “how” they use the taxpayer investment and that many agencies are either doing more with less or are trying to be financially sustainable while offering more services.

We believe that our previous experience provides us with the knowledge, processes, and insight necessary to create implementable services. We pride ourselves on being available and accessible to your agency, and partnering with you to help achieve your goals.

We have put together this initial scope of work based on our preliminary understanding of your current need, and based on our experience of delivering effective services. If you have any additional questions, or request changes, please feel free to contact us at the number and/or email listed below.

Respectfully Submitted,



Teresa Penbrooke, CPRE

CEO and Founder

Direct Phone: (303) 870-3884

Email: TeresaP@GreenPlayLLC.com

CC: Pat O’Toole, Direct Line: 303-345-1804 Email: PatO@GreenPlayllc.com

Signature of Agreement

Services approved and accepted by:

Rick Howard
General Manager
Town of Discovery Bay, CA

Date



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
February 20, 2013

Prepared By: Gregory Harris, of HERWIT, District Engineer
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Influent Pump Station, Pump Station W, and Emergency Storage Lagoon Project Rehabilitation

Recommended Action

That the Board: (1) approve a contract amendment with Veolia Water N.A., for SCADA related equipment and services in the amount of \$250,000.00; (2) authorize the purchase of Influent Pumps and Pump Station W pumps from Weir Specialty Pumps, Inc., in the amount of \$375,753.20; (3) authorize the purchase of control valves from Red Valve Company, Inc. in the amount of \$27,110.00; and (4) Authorize the General Manager to execute all contract documents

Executive Summary

The Influent Pump Station, Pump Station W, and Emergency Storage Lagoon Projects are adopted and approved Capital Improvement Projects that are included in the FY 2012-13 Capital Improvement Program budget. These projects are also included as a part of the projects that received long term financing. Project design is nearing completion and these projects will soon be ready to go to bid. Prior to bid, bid specific equipment must be purchased in order that it is onsite when needed during construction. There is also a significant amount of SCADA equipment and programming that needs to occur prior to and during construction.

The projects include (amongst other items) the installation of new sewage pumps, SCADA equipment, and control valves. The Wastewater Master Plan calls for seven new pumps as a part of the overall project in order to maintain long term reliability and to accommodate future peak capacity flow needs.

Staff recommends that the pumps, SCADA and control valve equipment be purchased at this time. As has been the case with other direct purchase equipment, the lead time on equipment of this nature is approximately six to nine months. The pumps are an improved design to reduce ragging and increase pump life. They also have the longest lead time and the vendor is providing a discount from their normal pricing.

Veolia provided the SCADA equipment and services on the recently completed dewatering project at a significant cost savings to the District. The proposal from Veolia for the new equipment and services is also substantially less than will be obtained if bid through a separate integrator.

The control valves being supplied match existing District control valves and the vendor has maintained their pricing schedule for this product based on 2012 costs and credited the cost increases for 2013.

It should be noted that these items are "sole source" bids as the pumps are a special design through one vendor and the control valves match the existing valves. The ability to have one manufacturer for consistency and efficiency is desirable.

The adopted Budget for this Project is \$1,320,000.00.

Fiscal Impact:

Amount Requested \$ 652,863.20

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

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

Previous Relevant Board Actions for This Item

Adoption of FY 2012-13 CIP and Approval of Capital Financed projects

Attachments: Vendor Proposals

AGENDA ITEM: F-5

Red Valve Company, Inc.

600 N. Bell Avenue -- Carnegie, PA 15106 -- www.redvalve.com

Phone: 412 279-0044

Fax: 412 279-7878

Reference: **DISCOVERY BAY CONTROL VALVE (REVISION 2)** Quote Number: 40189HQ
 Quote Date: 14-Feb-13
 Quote Expires: 15-Mar-13

To: **Gregory Harris**
Herwit Engineering
6200 Center Street
Clayton, CA 94517
USA

Email: gharris@herwit.com
 Phone: 925-672-6599
 Fax: 925-672-6051

Authorized Sales Representative:

Mr. Bob Ford
 Gene Ford Company
 P.O. Box 1031
 161 W. 25th Ave., Suite 206
 San Mateo, CA 94403
 USA
 Phone: 650-349-1434
 Fax: 650-349-0135

Description

RED VALVE SERIES 5200D CONTROL PINCH VALVE

Body Material: Ductile Iron ✓
 Sleeve Material: Buna-N ✓
 Sleeve Trim: Cone ✓
 Flange Drilling: 125#/150# ANSI ✓
 Maximum Working Pressure: **(See Chart)** ✓
 Plant Air Supply: 80 psi ✓
 Complete with Series R-14 (ATO-ATC) Pneumatic Actuator ✓
 BLX V100E Electro Pneumatic Positioner ✓
 4-20 mA Input and Output and 2 "GO" Limit Switches ✓
 Sherwin Williams High Build Epoxy ✓
 Lead Time: 8-10 Weeks A.R.O. ✓

Item	Quantity	Size	Model	Maximum Working Pressure	Actuator	Unit Price	Extended Price
1	1	10" x 6"	5200D	75 psi	R-14	\$10,521.00	\$10,521.00
2	1	10"	37-TFO	Stiff 15	-	\$2,635.00	\$2,635.00
3	1	12"	35-TFO	Stiff 19	-	\$2,995.00	\$2,995.00

Item	Quantity	Size	Description	Unit Price	Extended Price
4	1	16.0 "	TIDEFLEX SERIES TF-1 FLAT BOTTOM ECCENTRIC BILL CHECK VALVE	\$2,829.00	\$2,829.00

Sleeve Material: Buna-N
 Complete with 304 Stainless Steel Mounting Band
 Sized to Fit Over Pipe 17.4" Ductile Iron Pipe and Smaller
 Confirm Working Pressure, Back Pressure and Pipe O.D. at Time of Order
 Lead Time: 2-4 Weeks A.R.O.

All prices are quoted in United States Dollars, exclude applicable taxes, and are subject to credit approval.

Red Valve Company, Inc.

600 N. Bell Avenue -- Carnegie, PA 15106 -- www.redvalve.com

Phone: 412 279-0044

Fax: 412 279-7878

Reference: **DISCOVERY BAY CONTROL VALVE (REVISION 2)** Quote Number: 40189HQ
 Quote Date: 14-Feb-13
 Quote Expires: 15-Mar-13

Description

RED VALVE SERIES 48W WAFER PRESSURE SENSOR

Body Material: Carbon Steel ✓
 Sleeve Material: Buna-N ✓
 Flange Drilling: ANSI 125#/150# ✓
 Flange Material: Carbon Steel ✓
 Fill Fluid: Silicone Oil ✓
 4.5" Ashcroft 2274 Digital Gauge & 4-20mA Transmitter (24 Vdc) Specify Range ✓
 1/4" Isolation Ball Valve ✓
 Sherwin Williams High Build Epoxy ✓
 Lead Time: 8 Weeks A.R.O.

Item	Quantity	Size	Unit Price	Extended Price
5	1	10"	\$2,134.00	\$2,134.00 ✓
6	1	12"	\$2,359.00	\$2,359.00 ✓

7	Onsite Start Up and Training by Bob Ford, Gene Ford Company - \$1,000.00 ✓			
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TAXABLE \$ 23834

TAX 8.5%

TAX \$ 2026.00

Total Net Price: \$24,834.00

Total: \$24,834.00

+ SHIPPING \$ 250.00

+ TAX \$ 2026.00

Prepared by: Bill Anderson

Bill Anderson

total \$ 27,110.00

Due to the fluctuation in material prices, the above items are subject to re-quoting or escalation at time of order, and when the items purchased are formally released to manufacturing.

Spares Parts

Qty	Size	Spare Part Model	Part #	Unit Price
1	14"	Cylinder Rebuild Kit	Rebuild-New-14	\$361.00

We reserve the right to re-quote upon receipt of formal specifications.

All prices are quoted in United States Dollars, exclude applicable taxes, and are subject to credit approval.

Weir Specialty Pumps

P.O. Box 209 (84110-0209)
440 West 800 South
Salt Lake City, UT 84101

Tel: 801-359-8731
Fax: 801-530-7531
www.weirsp.com

ISO 9001:2000 Certified • ISO 14001 Certified

WEMCO PUMP
WEMCO-HIDROSTAL
ROTO-JET PUMP

February 13, 2013

**SUBJECT: DISCOVERY BAY COMMUNITY SERVICES DISTRICT
INFLUENT PUMP STATION & PUMP STATION W MODIFICATIONS
SECTION 11312K – IMMERSIBLE SCREW CENTRIFUGAL PUMPS
WEMCO PROPOSAL NO: 257584**

Dear Sirs:

We are pleased to offer WEMCO equipment for the above referenced project as detailed in the project plans and specifications and as described below and in the attached Technical Offerings:

INFLUENT PUMP STATION

Influent Pumps Nos. 01-PMP-01, 01-PMP-02, 01-PMP-03, 01-PMP-04 & 01-PMP-06

Conditions of Service: 1,300 gpm against 110' tdh

Five (5) ea 8" x 4" Model F4K-S-FE5B4 Wemco-Hidrostal Screw Centrifugal Wet-Pit Mounted Pumps, each equipped to include:

Pump case, suction cover and motor case will be constructed of cast iron, ASTM A48 Class 30. The impeller shall be solid cast 316 stainless steel and the suction liner shall be solid cast Hi-chrome iron, ASTM A 532 Class III, with a Brinell hardness of 450. Pumps shall be supported by cast iron Fast-out quick-disconnect base elbows for use with guide rail system. Pump lifting harnesses will be 316 stainless steel chain with stainless steel cable for use with Grip-Eye pump retrieval system.

Five (5) ea 52.2 hp x 1775 rpm Wemco Hidrostal FM-rated explosion proof inverter-duty immersible motors for 460/3/60 power complete with closed-loop cooling system, 50' long power/sensor cables, moisture sensors and motor temp thermistors.

Five (5) ea Thermistor relays for installation in existing control panels by others.

Five (5) ea Warrick moisture relays for installation in existing control panels by others.

Five (5) sets PE Certified 5-point variable speed performance tests.

One (1) ea Set of engineering calculations per specifications.

One (1) ea Field installation supervision, start-up, testing and training service as specified

Excellent
Engineering
Solutions

WEIR

PUMP STATION W

Raw Wastewater Pumps Nos. 01-PMP-11 & 01-PMP-12

Conditions of Service: 1,300 gpm against 110' tdh

- Two (2) ea 8" x 4" Model F4K-S-FE5B4 Wemco-Hidrostal Screw Centrifugal Wet-Pit Mounted Pumps, each equipped to include:
- Pump case, suction cover and motor case will be constructed of cast iron, ASTM A48 Class 30. The impeller shall be solid cast 316 stainless steel and the suction liner shall be solid cast Hi-chrome iron, ASTM A 532 Class III, with a Brinell hardness of 450. Pumps shall be supported by cast iron Fast-out quick-disconnect base elbows for use with guide rail system. Pump lifting harnesses will be 316 stainless steel chain with stainless steel cable for use with Grip-Eye pump retrieval system.
- Two (2) ea 52.2 hp x 1775 rpm Wemco Hidrostal FM-rated explosion proof inverter-duty immersible motors for 460/3/60 power complete with closed-loop cooling system, 50' long power/sensor cables, moisture sensors and motor temp thermistors.
- Two (2) ea Thermistor relays for installation in existing control panels by others.
- Two (2) ea Warrick moisture relays for installation in existing control panels by others.
- Two (2) sets PE Certified 5-point variable speed performance tests.
- One (1) ea Set of engineering calculations per specifications.
- One (1) ea Field installation supervision, start-up, testing and training service as specified

Total Lot Price	\$301,477.00
ADD for seven (7) sets of 20' long 316 stainless steel guide rails	\$ 22,410.00
ADD for manufacturer's recommended spare parts to include: (4) Mechanical seal sets (2) Impellers and (4) Sets of gaskets and O-rings.	<u>\$ 19,480.00</u>
Total Price	\$343,367.00
Estimated Freight @ 2,160 lbs / pump	\$ 3,200.00
Sales Tax @ 8.5%	<u>\$ 29,186.20</u>
TOTAL PURCHASE ORDER VALUE	\$375,753.20

THIS QUOTATION DOES INCLUDE: PREPARATION OF SHOP DRAWINGS FOR THE PROPOSED EQUIPMENT AS WELL AS OPERATION & MAINTENANCE INFORMATION AS SPECIFIED.

THIS QUOTATION DOES NOT INCLUDE: ADJUSTABLE FREQUENCY DRIVES; MOTOR STARTERS; ANCHOR BOLTS; PUMP SUCTION/DISCHARGE PRESSURE GAUGES; CONTROLS OR CONTROL ENCLOSURES, EQUIPMENT OFFLOADING AT JOBSITE, FLUIDS OR MATERIALS REQUIRED FOR FIELD PERFORMANCE TESTING OR ANY OTHER ITEMS NOT SPECIFICALLY INCLUDED ABOVE.

THE ATTACHED WARRANTY, AND GENERAL TERMS AND CONDITIONS OF SALES ARE INCORPORATED IN, AND MADE A PART OF, THIS PROPOSAL.

Excellent
Engineering
Solutions



DELIVERY:

Submittal documents can be prepared within 6-8 weeks after receipt of and acceptance of a purchase order. Shipment of equipment from Wemco's Salt Lake City facilities can be made within 22-24 weeks after receipt of approved submittals. The time required for the Engineer's review and approval of the submittal documents will be in addition to the total delivery time for submittals and shipment after approval.

Due to rapidly escalating raw material costs and possible spot shortages, price increases may become necessary after the 60 day expiration period.

TERMS OF PAYMENT:

- 15% of the Purchase Order value will be invoiced, due Net 30 days, upon completion and approval of submittals.
- An additional 15% of the Purchase Order value will be invoiced, due Net 30 days, upon the materials purchase order placement by the seller.
- The remaining 70% of the Purchase Order value will be invoiced, due Net 30 days, upon shipment.

Prices are firm based on the following:

1. Receipt of complete approval and release for production 6 weeks after drawings have been submitted by WEMCO.
2. Acceptance of shipment 24 weeks after approval.

Thank you for the opportunity of submitting our proposal on WEMCO pumping equipment, and if we may be of further service, please contact our representative in your area:

MuniQuip, Inc.
Butch Gorshing
2024 Opportunity Drive, Suite 130
Roseville, CA 95678-3022
Tel: (916) 787-5641, Fax: (916) 787-5642

Or you can contact this office directly.

Sincerely,



Eric Tobin
Applications Engineer
Weir Specialty Pumps
PO Box 209 SLC Utah 84110-0209
T: 801-530-7998
F: 801-530-7828
E: eric.tobin@weirgroup.com



Customer Technical Offer

Customer	MUNIQUEP INC	Size / Stages	F4K-S Submersible/Immersible / 1
Item number	001	Pump speed	1,745 rpm
Customer reference		Quote number	257584

Pump

Qty	Description
5	<p>F4K-S Submersible/Immersible</p> <p>Wet End</p> <p>Cast Iron Case</p> <p>Liner Material</p> <p>High Chrome Liner (regulable)</p> <p>Grooved Liner</p> <p>Buna Wet End O-rings</p> <p>Stainless Steel Pump Hardware</p> <p>Stainless Steel Impeller</p> <p>Dynamic Impeller Balance</p> <p>Driver</p> <p>Hidrostal Motors</p> <p>WSP Supplied Motor</p> <p>52.2HP 1775.0RPM Standard Efficiency 1 Speed FE5B4 Immersible Inverter Duty Hidrostal Motor with 1.15 SF</p> <p>Hidrostal Motor Options</p> <p>Standard 50 ft. (16 m) Cable Length</p> <p>Notice: The standard cable length on D, E, and F size Hidrostal motors has been changed to 50 ft. (16 M). All other cable lengths will remain to be 32 ft. (10 M).</p> <p>Moisture Detector Relay</p> <p>Thermistor relay</p> <p>Pump Support</p> <p>Pump Support</p> <p>Cast Iron Fastout</p> <p>Cast Iron Guide Shoe</p> <p>Chain lifting system with 316 stainless guide cable</p> <p>Steel immersible intermediate bracket (quantity is per pump)</p> <p>Protective Coatings</p> <p>Paint manufacturer & type</p> <p>Special paint preparation (clean and blast)</p> <p>Paint: 2 coats of Ameron Amerlock 400.</p> <p>Packing & Shipping</p> <p>No Boxing</p> <p>WSP Decision Carrier</p> <p>Freight Rates</p> <p>California</p> <p>Material Testing</p> <p>No Hardness Testing</p> <p>No Non-Destructive Testing</p> <p>Testing</p> <p>Testing Required</p> <p>Performance testing</p> <p>Test report per 15958, 3.01.J.</p> <p>Run pump for minimum 4 hours at duty point, record motor skin temperatures at bearings at each duty point.</p> <p>Minimum test efficiency: 76%</p> <p>5 Point Performance Test, Multiple Speeds</p> <p>Bare Pump Test</p>



Pump	
Qty	Description
	Spare Parts / Accessories
	20 foot long 316 stainless steel guide rails, 2 per pump. *
	Spare Parts: 2 Sets mechanical seals, 2 Sets o-rings and gaskets, 1 impeller.
	California PE certified Structural calcs, Bearing life calcs (including bearing ball pass and motor rotor bar pass frequencies), and anchor bolt calcs per 15050,1.04 & 1.05.
	Two grip eyes
	Weights
	Bareshaft Pump 560.lbs
	Baseplate 400.lbs
	Driver 1200.lbs
	Misc. Weight 0.lbs
	Misc. Weight 0.lbs
	Misc. Weight 0.lbs
	Total Per Unit Weight 2160.lbs



Customer Technical Offer

Customer	MUNIQUEP INC	Size / Stages	F4K-S Submersible/Immersible / 1
Item number	002	Pump speed	1,745 rpm
Customer reference		Quote number	257584

Pump

Qty	Description
2	<p>F4K-S Submersible/Immersible</p> <p>Wet End Cast Iron Case Liner Material High Chrome Liner (regulable) Grooved Liner Buna Wet End O-rings Stainless Steel Pump Hardware Stainless Steel Impeller Dynamic Impeller Balance</p> <p>Driver Hidrostal Motors WSP Supplied Motor 52.2HP 1775.0RPM Standard Efficiency 1 Speed FE5B4 Immersible Inverter Duty Hidrostal Motor with 1.15 SF</p> <p>Hidrostal Motor Options Standard 50 ft. (16 m) Cable Length Notice: The standard cable length on D, E, and F size Hidrostal motors has been changed to 50 ft. (16 M). All other cable lengths will remain to be 32 ft. (10 M). Moisture Detector Relay Thermistor relay</p> <p>Pump Support Pump Support Cast Iron Fastout Cast Iron Guide Shoe Chain Lifting System Chain lifting system with 316 stainless steel guide cable Steel immersible intermediate bracket (quantity is per pump)</p> <p>Protective Coatings Paint manufacturer & type Special paint preparation (clean and blast) Paint: 2 coats of Ameron Amerlock 400.</p> <p>Packing & Shipping No Boxing WSP Decision Carrier</p> <p>Freight Rates California</p> <p>Material Testing No Hardness Testing No Non-Destructive Testing</p> <p>Testing Testing Required</p> <p>Performance testing Test report per 15958, 3.01.J. Run pump for minimum 4 hours at duty point, record motor skin temperatures at bearings at each duty point. Minimum test efficiency: 76% 5 Point Performance Test, Multiple Speeds</p>



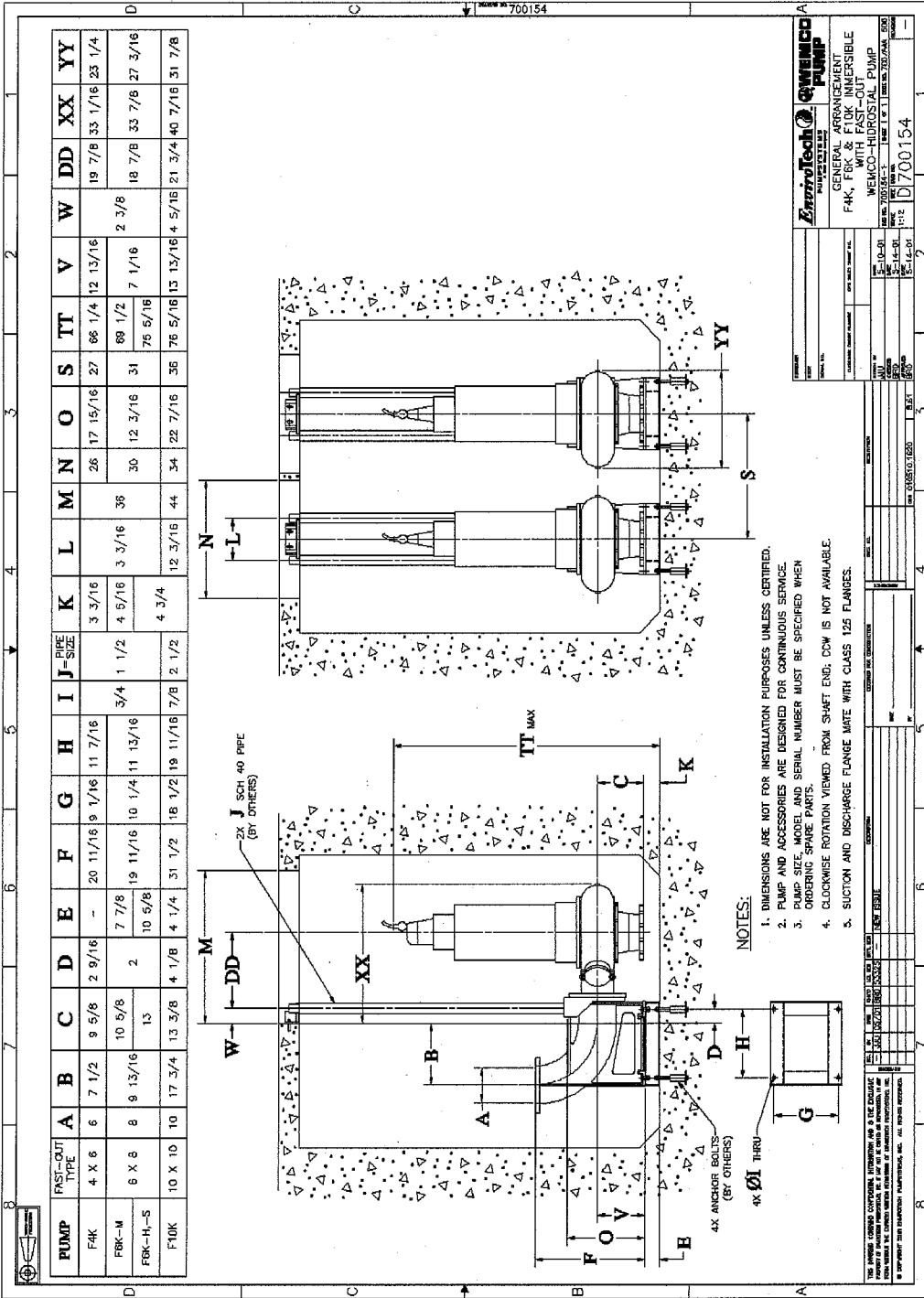
Pump	
Qty	Description
	Bare Pump Test
	Spare Parts / Accessories
	20 foot long 316 stainless steel guide rails, 2 per pump. *
	Spare Parts: 2 Sets mechanical seals, 2 Sets o-rings and gaskets, 1 impeller.
	California PE certified Structural calcs, Bearing life calcs (including bearing ball pass and motor rotor bar pass frequencies), and anchor bolt calcs per 15050, 1.04 & 1.05.
	One Grip Eye
	Weights
	Bareshaft Pump 560.lbs
	Baseplate 400.lbs
	Driver 1200.lbs
	Misc. Weight 0.lbs
	Misc. Weight 0.lbs
	Misc. Weight 0.lbs
	Total Per Unit Weight 2160.lbs



General Arrangement Drawing

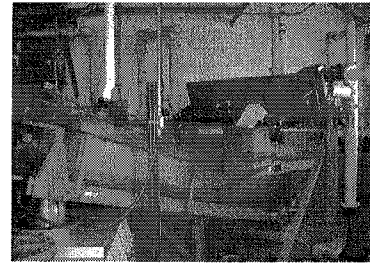
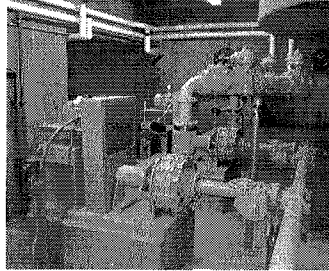
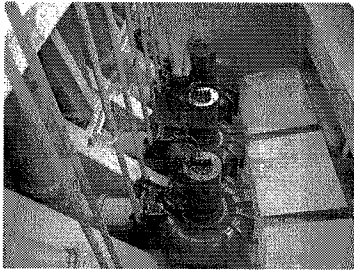
Customer	: MUNIQUIP INC	Quote number	: 257584
Customer reference	:	Size	: F4K-S Submersible/Immersible
Item number	: 001	Stages	: 1
Service	: Influent Pumps	Pump speed	: 1,745 rpm
Quantity of pumps	: 5.0	Date last saved	: 11 Feb 2013 1:26 PM

THIS DRAWING HAS A CORRESPONDING .dwt FILE. UPDATE .dwt WHEN REVISIONS TO THIS DRAWING.



ZenithTech
EMERSON PUMP
 GENERAL ARRANGEMENT
 F4K, FBK & FBK IMMERSIBLE
 WEMCO-HIDROSTAT PUMP

DATE: 11 FEB 2013 1:26 PM
 DRAWING NO: D700154



WARRANTY

WEMCO® Pumps & Systems

WEMCO® pumps and pump equipment are backed by the following warranty:

For the benefit of the original user, WEMCO PUMP™ warrants all new equipment to be free from defects in workmanship; and will replace or repair, at its discretion and F.O.B. its factories or other location designated by it, any part or parts returned to it which WEMCO PUMP's™ examination shall show to have failed under normal use and service by the original user within 12 months from start-up or 18 months from shipment, whichever occurs first. Such repair or replacement shall be free of charge for all items except for those items that are consumable and normally replaced during maintenance. Repair or replacement of such consumable items shall be subject to pro-rata charge based up WEMCO PUMP's™ estimate of the percentage of normal service life realized from the item. WEMCO PUMP's™ obligation under this Warranty is conditioned upon its receiving prompt notice of claimed defects which shall in no event be later than thirty (30) days following expiration of the above warranty period and is limited to repair or replacement as aforesaid.

THIS WARRANTY IS EXPRESSLY MADE BY WEMCO PUMP™ AND ACCEPTED BY PURCHASER IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY. WEMCO PUMP™ NEITHER ASSUMES, NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT, ANY OTHER LIABILITIES WITH RESPECT TO ITS EQUIPMENT INCLUDING NEGLIGENCE IN DESIGN OR MANUFACTURE. WEMCO PUMP™ SHALL NOT BE LIABLE FOR NORMAL WEAR AND TEAR NOR FOR INCIDENTAL OR CONSEQUENTIAL DAMAGE DUE TO USE OR IN OPERABILITY OF ITS EQUIPMENT FOR ANY REASON WHATSOEVER.

This Warranty shall not apply to equipment or parts thereof which have been altered or repaired outside of an authorized WEMCO PUMP™ facility or factory, or damaged by improper installation or application, or subject to misuse, abuse, neglect or accident.

This Warranty applies only to WEMCO® pumps and pumping equipment manufactured and sold by EnviroTech Pumpsystems, Inc.

WEMCO PUMP™ makes no warranty with respect to parts, coatings, accessories, or components manufactured by others. The warranty which applies to such items is offered by their respective manufacturers except that WEMCO PUMP™ does warrant that any special coatings have been applied in accordance with their respective manufacturer's recommendations.

WEIR

Weir Specialty Pumps
A Weir Group Company

WEMCO ® is a registered trademarks of Baker Hughes, Inc.,
licensed by Weir Specialty Pumps, a Weir Group Company.

WEMCO PUMP™

GSD-31 10/12



WARRANTY

For benefit of the original user, WEMCO PUMP warrants the WEMCO-HIDROSTAL Submersible/ Immersible motor to be free from defects in material and workmanship; and will replace or repair at its factories or other location as designated by it, any part or parts returned to it which WEMCO's examination shall show to have failed due to a defect in material or workmanship under normal use and service, by the original user within five (5) years following shipment to the user, or 10,000 hours of operation, whichever occurs first. Such repair and replacement shall be free of charge for a period of 18 months from shipment or 3,000 hours of operation, whichever occurs first. Replacement or repair will be charged to the user at 50% of the then published price if failure occurs between 3,001 and 6,500 hours of operation, or up to 39 months after shipment, whichever occurs first. Failure before 10,000 hours of operation, or 60 months after shipment, whichever occurs first, will be repaired or replaced at 75% of the published price, chargeable to the user.

WEMCO's obligation under this warranty is conditioned upon the following:

1. The protection circuit (consisting of temperature sensors and moisture detector), as well as the seal failure circuit, were properly connected to the controls.
2. The motor was properly protected against overcurrent, overvoltage, phase loss, phase reversal, and lightning damage.
3. The overload heaters in the starter were of the quick trip type -- 6 seconds or less.

Items that are consumable or normally replaced during maintenance are excluded from this warranty.

THIS WARRANTY IS EXPRESSLY MADE BY WEMCO PUMP AND ACCEPTED BY PURCHASER IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY. WEMCO PUMP NEITHER ASSUMES, NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT, ANY OTHER LIABILITIES WITH RESPECT TO ITS EQUIPMENT INCLUDING NEGLIGENCE IN DESIGN OR MANUFACTURE. WEMCO PUMP SHALL NOT BE LIABLE FOR NORMAL WEAR AND TEAR, NOR FOR INCIDENTAL OR CONSEQUENTIAL DAMAGE DUE TO INOPERABILITY OF ITS EQUIPMENT FOR ANY REASON WHATSOEVER.

This warranty shall not apply to equipment or parts thereof which have been altered or repaired outside a WEMCO PUMP factory or Authorized Service Center, or damaged by improper installation or application, or subject to misuse, neglect, or accident.

Nor shall it apply to damage caused by defective power supply, or improper or faulty electrical protection.

WEIR SPECIALTY PUMPS GENERAL TERMS & CONDITIONS OF SALE

1. SCOPE: Unless otherwise agreed in writing, Seller's acceptance of Purchaser's purchase order is conditioned upon Purchaser accepting these terms and conditions. Seller sells its equipment in accordance with the following provisions.

2. PRICES: Prices are F.O.B. Seller's or its supplier's plant. Prices do not include any federal, state or local sales, use or other taxes and taxes will be added to the sale price for Purchaser's account.

3. TERMS: Unless otherwise agreed, all invoices are due and payable 100% net 30 days from date of shipment or notification of readiness to ship. All credit terms are offered subject to Purchaser's credit worthiness with said worthiness to be determined solely by the Seller.

Full payment is due as indicated and late payment may be subject to a specified service charge. Purchaser shall pay the full invoiced amount to Seller, regardless of any payment schedule between Purchaser and the Owner, or others.

If Purchaser is in default in any payment, Seller may offset any monies of Purchaser available to Seller or in Seller's possession; declare all payments for work completed immediately due and payable; stop all further work until payments are brought current and/or require advance payment for future shipments.

4. ITEMS INCLUDED: Each sale includes only the equipment described in the order. Responsibility for proper operation of equipment if not installed or operated in accordance with Seller's instructions, rests entirely with Purchaser.

Seller shall supply only those safety devices, if any, described in the order or in its proposal and drawings, and shall comply with those provisions of the federal Occupational Health and Safety Act of 1970 which Purchaser and Seller have identified as specifically applicable to the manufacture of Seller's equipment hereunder. Seller shall not be responsible for compliance with state or local safety and health statutes of special application unless it has accepted such responsibility in writing.

5. SECURITY INTEREST: Seller retains a security interest in and right of repossession to the equipment until the full purchase price has been paid. Purchaser will not encumber nor permit others to encumber said equipment by any liens or security instruments. In the event legal action is necessary to enforce Purchaser's obligations under this order, Seller shall be entitled to recover its court costs and reasonable attorney's fees if it prevails. Purchaser shall provide insurance for Seller's benefit to protect Seller's interest against loss or damage until invoice is fully paid.

6. SHIPMENTS AND DELIVERY: Seller shall use its reasonable efforts to meet all shipment or delivery dates recited herein or in Purchaser's order, but any such dates are estimates only and are not guaranteed. Seller shall have no liability to Purchaser for damages or penalties, direct or indirect, for any delay in shipment or delivery, whether such delay is minor or substantial, nor shall Purchaser have the right to declare a breach of contract because of any such delay. Delivery of schedules are subject to prompt receipt by Seller of all necessary information and instructions from Purchaser, including any required approval of drawings, and establishment of agreed terms of payment.

Unless otherwise agreed, all shipments are F.O.B. Seller's factory and all claims for damage, delay, or shortage arising from any shipment shall be made directly against the carrier by the Purchaser. When shipments are specified F.O.B. destination, Purchaser shall inspect the equipment, and notify Seller of any damage or shortage within seven days of receipt. Failure to so notify Seller shall constitute acceptance by Purchaser, relieving Seller of liability for damages or shortages. Unless prohibited by Purchaser, Seller shall make partial shipments of completed items for payment under terms of order.

7. WARRANTY: Seller warrants equipment of its manufacture only in accordance with its current applicable Seller's Product warranty (form GSD-31), against defects in workmanship and materials, which warranty is incorporated by reference and made a part hereof.

8. PATENTS: Seller agrees that it will defend and indemnify Purchaser against damages arising from proceedings, alleging that Seller's equipment infringes any apparatus claim of a patent existing as of date of order, provided Seller is given prompt written notice of such proceeding or threat thereof under a patent, and Purchaser accords Seller full control of the defense, applicable patent/fraud counterclaims, settlement or compromise thereof and any recoveries thereunder. Purchaser agrees that it shall furnish Seller, on request, all needed information, assistance and authority to enable Seller so to defend. Seller will reimburse Purchaser for actual out-of-pocket expenses, exclusive of legal fees, in-

curring in rendering assistance at Seller's request. The foregoing states the entire liability of Seller with respect to patent infringement.

Purchaser agrees that it shall indemnify the Seller against all claims, demands, damages, penalties, costs and expenses to which the Seller may become liable by reason of any infringement or alleged infringement of a patent or patents arising out of performance of this order if the equipment is constructed in accordance with Purchaser's detailed drawings or designs submitted to Seller.

9. CANCELLATION, SUSPENSION OR DELAY: If Purchaser requests or causes a cancellation, suspension or delay of Seller's work, Purchaser shall pay Seller all appropriate charges incurred up to date of such cancellation, suspension or delay, plus Seller's overhead and reasonable profit. Additionally, all charges related to and risks incident to storage, disposition, and/or resumption of work shall be borne solely by Purchaser.

10. LIMITATION OF LIABILITY: Seller shall not be liable to Purchaser for any consequential or incidental damages of any nature for any reason whatsoever, whether such damages are based in contract or in tort, including strict liability or negligence. The remedies stated in Seller's warranty attached hereto constitute the sole and exclusive remedy of Purchaser for any defect in material and workmanship or performance failure of Seller's equipment.

Seller's liability for direct damages shall not exceed the material portion of the contract price for the defective equipment.

11. CHANGES AND BACKCHARGES: Seller shall not be obligated to make any changes in or additions to the scope of the work unless Seller agrees thereto and an equitable adjustment is made to price and/or delivery.

Seller will not approve or accept returns of or backcharges for labor, materials or other costs incurred in modification, adjustment, service or repair or equipment unless previously approved in writing by an authorized employee of Seller.

12. CHANGES IN DESIGN: With proper notification in writing to Purchaser, Seller reserves the right to modify the design and construction of equipment in order to incorporate improvements or to substitute material equal or superior to that originally specified. No charge shall be made to Purchaser for modifications made to Seller's option.

13. DUAL USE ITEMS: In accordance with current government export rules items made from Hastelloy C-22 alloy, Hastelloy C-276 alloy, and Inconel 718 alloy, forming part of this tender fall into the category of "Dual Use" for which we are required to obtain a license prior to export shipment. In the event of an order being placed including any of these items, the contract for the supply of these specific items will not be considered effective until the approval for export shipment is received from the appropriate regulatory authority. All delivery items indicated herein are to be considered as starting from our receipt of regulatory approval. In the event of an export license being denied, then said orders will be considered to have been terminated under the terms of Force Majeure.

14. PROPRIETARY INFORMATION: All information furnished by Seller is solely for Purchaser's use in connection with the equipment purchased herein, and shall not be disclosed to any third party without Seller's prior written consent.

15. FORCE MAJEURE: The Seller shall be relieved of its obligations hereunder and of any liabilities contained herein whenever and to the extent to which the fulfillment of such obligations is prevented, frustrated or impeded by conforming to any statute or any rule, regulation, order or requisition made thereunder, or any consequence thereof, by state, federal, national or international prohibition or sanction, by war (whether declared or not), military activity, terrorism, acts of public enemies, accidents, fire, flood, nuclear fallout, acts of God or any cause of like or different kind beyond its control, or by reason of any industrial dispute, or any consequence thereof.

16. GOVERNING LAW: This agreement shall be interpreted in accordance with the laws of the State of Utah, U.S.A., which laws shall be deemed to be the governing law of this contract with regard to any disputes or questions of interpretation between the parties.

17. ENTIRE AGREEMENT: This proposal expresses the entire agreement between the parties hereto and supersedes any previous communications, representations, or agreements, whether oral or written, and is not subject to modification except in writing, signed by an authorized officer of each party.



VEOLIA WATER NORTH AMERICA
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Indianapolis, IN 46204
Kip.edgley@veoliawaterna.com
www.veoliawaterna.com

Tel. : 503 805 8037
Fax : 503 661 8785
Kedgley2@cs.com
Office: 317 917 4661

February 14, 2013

SCOPE OF SERVICES

Project: Town of Discovery Bay / Herwit Engineering New Pump Station Control and Process Control

General Information:

The scope of services presented within this document are to be provided by Veolia Water North America through the contract operations and management for the Town of Discovery Bay, CA with project management, project supervision, project performance, and administrative assistance from Veolia Water Technical Direction Group, Automation/Integration Group. For the purposes of this document, VWNA shall reference the existing operations and maintenance, and TDG-AI shall be in reference to Technical Direction Group – Automation/Integration. TODB shall be used to represent the Town of Discovery Bay as represented by Virgil Koehne and Rick Howard.

Specific Services – Project Configuration, Pre-Engineered Systems, Cost Estimates for Systems

Under task authorization, TDG-AI has already, and shall continue to provide for Herwit Engineering in support of this and other projects, a series of engineering assistance related tasks required to complete design concepts, provide bid documents, and other services as requested by Herwit Engineering. The technical services provided to date are known to the TODB and Herwit, and have been specifically provided to ascertain the configuration of controls, adjustable speed drives, programmable controls, and other automation equipment to support the project described herein. The information needed by Herwit Engineering to publish bid documents for the TODB, specific to TDG-AI services has been provided to date, and is in support for their engineering efforts. Although TDG-AI design, in conjunction with CED-Vancouver been used in the project, all designs, configurations, and approval for concept is under the direction of Gregory Harris and Herwit Engineering. Specifics related to the proposed equipment, including the presentation of warranty and associated services will be the responsibility of VWNA and TDG-AI until such time that applicable warranty by the manufacturer has expired. At that time the equipment services and related repair and replacement of systems provided in this scope shall be managed under the O&M contract. Under the VWNA management, warranty that is beyond standard as offered by manufacturers, may be extended to the client equal to that which is within VWNA agreements with specific manufacturers.

The cost of equipment has been provided under the design work prior to the task authorization, and the costs used for estimates from TDG-AI to the TODB and Herwit have been provided under specific quotes for equipment adopted as a standard in the past several projects for wastewater and water operations. All equipment proposed and estimated for the TODB and Herwit approval are considered that which is within four quotes from two specific vendors, CED-Vancouver and Muniquip, Inc. The specific quotes are not considered as complete, but to the best knowledge of the needs of the project, and under approval of Herwit Engineering, are the reference for the cost estimates, and the scope of services for the project. Contractor services and associated scopes of supply shall be outside of the scope of this document. Estimates have been forwarded to Gregory Harris and have been reviewed by Virgil Koehne as well. Contingency, taxes, shipping estimates, and a small administrative fee for the additional work for this project has been detailed.

Post-Task Authorization Approval Scope of Services:

Using the design concept as approved by Herwit Engineering from the pre-Task Authorization efforts, TDG-AI shall provide the following services:

Management Services

1. Project Management for the Scope of Work under Task Authorization
2. Project design and engineering of control systems as required by Herwit during the execution of the contractor scope of the work. This would be extension of services already provided to complete configuration and cost estimates for the project.
3. Project coordination with the contractors on the project as required to assure timely delivery of materials provided by the owner under the pre-engineered systems. Vendor response and delivery of the Allen-Bradley/Rockwell controls, Adjustable Speed Drives, Graphical Components, Electrical Enclosures, and Ultrasonic Level transducers are within this scope specific to Muniquip, Inc. and CED-Vancouver.
4. Project coordination and assuring tracking, creation, review, and completion of specific documents, drawings, and other relevant information where required by installing contractors if relevant to this Scope of Work
5. Specific project manager – Kip Edgley shall be available regularly onsite or off, and by email, phone, or other communications.
6. Coordination with VWNA's Asset Management group to facilitate VWNA O&M efforts to incorporate new equipment systems. This service shall allow for rapid integration information from the developed systems being available to Joe Halay. Service shall categorize, and provide ISA tag numbers to Joe Halay for integration with management asset systems.
7. Coordination and assistance with Jennifer Bennett and Jil Robin, in conjunction with Fermin Garcia to assure financial information, purchase records, progress billing, and other functions of administrating this project are integrated to current O&M contract.
8. Working under the specifics of the Herwit Engineering project scheduling, TDG-AI will work with Gregory Harris, Contractors (TBD), and VWNA's Fermin Garcia, Joseph Halay, and Lori Gabriel as required to assure tight coordination with process control for the integration of new controls and other ancillary systems.
9. Involvement from TDG-AI for approvals for process control disruption or other non-routine condition of operations. Decisions on any process control related action, shall not be made solely by TDG-AI at any time under the scope of this document. Direction for any such action that potentially can cause operations disruption shall be provided by Fermin Garcia, Gregory Harris, or their authorized representatives.
10. Integration with parallel projects into total schedule to assure timely completion.

Technical Services - Personnel

1. SCADA/Controls Programming – TDG-AI:
 - a. Kip Edgley – Design, programming, engineering lead for TDG-AI
 - b. Bruce Brown – Programming and integration
 - c. Rock Rayl – Programming and integration
 - d. Mike McClanahan – Programming, radios, networking, other service.
2. Chris Cilliers – VWNA/Richmond. Provides for short term support where it is cost ineffective to travel to the site. Chris is located approximately one hour away and can be scheduled through Veolia Water management between facilities. He can provide electrical, instrumentation, and basic to medium programming skills. Coordination for his services, if necessary, will be between Kip Edgley, Fermin Garcia (Discovery Bay), Aaron Winer (Richmond).
3. Cascade Integration – Matt Callahan Owner. Long history working with Kip Edgley and Veolia. Additional resource to assure alternate trusted resources are available to the TODB. Any involvement in the project shall be under the Task Authorization, and be coordinated by Kip Edgley.

Automation and Integration Scope of Services:

TDG-AI will provide to the TODB, Herwit Engineering, and the VWNA operations management contract the following services to complete the automation, and integration of the new pump stations known as PS-W, and PS-1 & 2 located at the WWTP #1 site.

1. Provide design and configuration services for the construction of new control panels, which include Adjustable Frequency Drives, HVAC units, and CP-W and CP-2 shall include Allen-Bradley PanelView Plus 1000 Operator Interfaces or "PanelViews" and Allen-Bradley L35E CompactLogix PLC's.
2. Provide cost estimated for the provision of the CP-W control panel per Herwit specifications, including 2 Allen-Bradley Adjustable Frequency Drives per CED quote
3. Provide cost estimate for provision of CP-1, and CP-2 control panels per Herwit specifications, including 5 Allen-Bradley Adjustable Frequency Drives per CED quote.
4. Provide cost estimates for the provision of four (4) Pulsar Ultrasonic Level Transducers per Herwit specifications, per Muniquip, Inc. quote.
5. After approval, and on the schedule determined by Herwit construction, procure the items listed in #2, #3, and #4.
6. Provide ancillary electrical enclosures per CED quote for the purposes of motor branch circuit conductors, control conductors, and instrumentation conductors.
7. Provide testing services for completed Control Panels prior to shipping to project site to assure control panel is complete, functional, documented, and ready for onsite deployment. Herwit Engineering schedule shall determine order of material procurement and required date of delivery onsite after approval of the Task Authorization.
8. Provide all programming services for the completion of a fully integrated and automatic operation of the equipment contained in the CP-W control panel, including two Adjustable Frequency Drives.
9. Provide all Adjustable Frequency Drive startup and programming as required for a completed pumping system including seven adjustable frequency drives.
10. Configure all communications modules and programmable parameters for the seven adjustable frequency drives to function as addressable nodes on the plant SCADA Ethernet based network, and to integrate to the CP-W and CP-2 CompactLogix L35E PLC's.
11. Configure both CP-W and CP-2 PLC's to the correct IP addresses to function as unique addressable nodes on the plant SCADA Ethernet based network.
12. Provide all SCADA HMI programming for CP-W PanelView Plus 1000 Series Operator Interface. This developed program shall also be available on the PanelView Plus 1000 Series Operator Interface located on CP-2 as well.
13. Provide all wiring diagrams and Input/Output schedules for contractor wiring to interface to specific points of connections to applicable PLC input/output modules to provide a complete control system.
14. Provide coordination and services to contractor, along with power and control enclosures for the Wet Well to Pump interfaces and the Wet Well to Instrument interfaces as required to allow transition between classified and non-classified locations as determined by Herwit Engineering and applicable codes.
15. Provide coordination to plant networking to allow fiber optic to copper interfaces to be connected to extend plant networks local to WWTP #1, and ultimately to WWTP #2 to complete a fiber optic based SCADA network involving both WWTP locations.
16. Provide internal wiring and connectivity through Ethernet connections within the Administration Building at WWTP #1 to connect the HMI, PLC's, and other equipment to the new equipment furnished for CP-W, CP-1, and CP-2.
17. Integrate communications and provide HMI development for clarifier process PLC's installed under other tasks. These PLC's are Allen-Bradley ML1400 series and are provided with Ethernet communication outside of the scope of this project.
18. Integrate all control, display, alarming, and other functions within the existing HMI to provide a fully integrated control for seven pumps, two clarifiers, and all associated instrumentation for new and existing processes within the CP-W, CP-2, CP-1, Clarifier #1, and Clarifier #2 processes.

Disco Bay IPS 1&2/ PS W Projections	Veolia PLC and Integration Labor Scope not shown		Gregory Harris / Virgil Koehne Review Only for determination of Scope of Services		
Project Segment	Net Cost	Tax	Freight (Estimated)		
Plant Side 1&2 Panels	\$ 91,347.00	\$ 7,764.50	\$ 1,500.00	\$ 100,611.50	
Pump Station W	\$ 49,264.00	\$ 4,187.44	\$ 750.00	\$ 54,201.44	
Motor J-Boxes	\$ 893.96	\$ 75.09	\$ 100.00	\$ 1,069.05	
Rockwell Software Allowance	\$ 5,000.00	\$ 410.00	\$ 15.00	\$ 5,425.00	
CP-W Pulsar (1)	\$ 1,904.75	\$ 156.19	\$ 35.00	\$ 2,095.94	
CP-Plant 1/2 Pulsar (3)	\$ 5,714.25	\$ 468.57	\$ 105.00	\$ 6,287.82	
Contingency for unknowns	\$ 11,559.30	Only on main materials, not on options		\$ 169,690.75	
Total Base+Contingency	\$ 169,690.75	No Options			
Administrative fees for Veolia	\$ 5,939.18	3.5% Fee for Administrative Duties for Purchasing			
Material Values	\$ 175,629.92	Round Up	\$ 176,000.00		
Labor Values	Hours Estimated	Extended Fee @ 105.00			
CP-W Programming PLC	40.00	\$ 4,200.00			
CP-1/2 Programming PLC	80.00	\$ 8,400.00			
HMI Programming CP-W	60.00	\$ 6,300.00			
HMI Programming CP-1/2	80.00	\$ 8,400.00			
PanelView Programming	60.00	\$ 6,300.00			
Onsite Coordination for Contractor	40.00	\$ 4,200.00			
CED Testing for Panels (Offsite)	24.00	\$ 2,520.00			
Retest of Panels (Onsite after wiring)	24.00	\$ 2,520.00			
Fiber, Networking, Other	60.00	\$ 6,300.00			
Siemens Integration	40.00	\$ 4,200.00			
	508.00	\$ 53,340.00			
	Travel Allowance	\$ 20,000.00			
		\$ 73,340.00	\$ 73,340.00	Labor and Travel	
			\$ 176,000.00	Materials Rounded Up	
			\$ 249,340.00	Total	
		Round Up/Total	\$ 250,000.00		

For Review Only
 Approval of Scope Requested



February 13, 2013
Rick Howard
General Manager
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Re: Amendment No. 2 to the Professional Services Agreement

Dear Mr. Howard:

This letter serves as an expansion of scope under the Contract for the Operation and Maintenance of Water, Wastewater Facility for the Town of Discovery Bay Community Services District ("Agreement") between the Town of Discovery Bay ("Town") and Veolia Water West Operating Services, Inc. ("Veolia") dated May 1, 2011. In accordance with Exhibit B, section 4.2.5.3 of the Agreement, the Town desires to fund an upgrade to the SCADA system at the facility. The Agreement shall be amended to add the professional service scope of supplying products and services necessary to integrate new pump control panels including Adjustable Frequency Drives, PLCs, Operator Interface Terminals, Ethernet switches for fiber and copper, provision of interconnect drawings, RSVIEW32 SCADA graphical modifications, and consulting with HERWIT Engineers on new communications to provide automation for a new Pump Station W, Influent Pump Station No. 1 and Influent Pump Station No. 2, System Control Panels (CP-PSW, CP-IPS1 and CP-IPS2).

Veolia will obtain support from Veolia Water North America Operating Services, LLC in order to provide the services outlined in Exhibit A. The services shall commence upon signing of this Amendment. Veolia has met with the contractor and engineer in order to conduct the design review and to provide control panel equipment. Deadlines for deliverables are detailed in Exhibit A. The equipment and services being provided by Veolia are part of a larger project being separately contracted for construction by the Town. Failure by Veolia to deliver equipment and services on the agreed to schedule could have the potential to delay construction of the overall project and could incur a cost penalty or "delay claim" from the general contractor for the project onto the Town. Veolia in accepting this contract Amendment agrees to provide equipment and services in conformance with the agreed to schedule listed in Exhibit A and shall be responsible for any delay costs or claims against the Town by the general contractor that result from the failure of Veolia to perform services or provide equipment within the agreed to time frames which will be reviewed between HERWIT and Veolia's TDG-AI Project Manager.

All equipment and services shall be reviewed and approved by the District Engineer (HERWIT Engineering). Final acceptance of equipment and completion of services shall be provided by written notice from the Town. Such notice shall complete the scope of services under this Amendment.

Veolia shall provide the following personnel for this project. Identified personnel shall be committed to the project with sufficient time allocated by Veolia to execute the projects properly and shall not be assigned to other Veolia projects in a manner that would make them unavailable to complete their role in providing the equipment and services described in this Amendment.

Overall Project Manager for Veolia Shall be: Fermin Garcia.

Technical director and project lead for Veolia shall be: Kip Edgley

Programming of Town SCADA system will be by Veolia Water, specifically the Technical Direction Group-Automation/Integration Team, and will be any or all of the following individuals:

Kip Edgley

Bruce Brown

Michael McClanahan.

Augmentation to services could also include Veolia Water Richmond I/C Technician for short term local I/C support as applicable for unscheduled assistance needed, or tasks as assigned by Kip Edgley.

Compensation for the professional services shall be paid on a time and materials not to exceed basis in accordance with the compensation rates and not to exceed costs set forth in Exhibit B. The compensation shall be invoiced separately from the service fee in the Agreement. The cost shall be \$xxx.xx for equipment, labor and travel costs. Any and all charges shall be paid in accordance with Exhibit B unless the parties mutually agree to modifications. All other terms and conditions of the Agreement shall remain in full force and effect to the extent they are not in conflict with this Amendment. Please sign both copies of this letter. Retain one copy for your records and please return one copy to me at 2300 Contra Costa Blvd, Pleasant Hill, California 94523.

Sincerely,

John Wood
President
Veolia Water West Operating
Services, Inc.

Town of Discovery Bay Community
Services District, political subdivision of
State of California



MONTHLY OPERATIONS REPORT

January 2013

Town of Discovery Bay, CA

1252 Days of Safe Operations

53912 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Defensive Driver and Fleet Safety Manual Review Safety Slippery Situations Hazardous Materials Awareness Monthly Regional Safety Webinar	3.0
Operation	
Drinking Water Bacteriological Sampling	1.0

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	51.5	2185	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production (MG) by Month

January	February	March	April	May	June
51.48					
July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>December Lab Data</i>	<i>January Lab Data</i>
Flow, MG Effluent, monthly total		44.4	39.7
Flow, MG Daily Discharge Flow, avg.	2.1	1.43	1.28
Effluent BOD ₅ , lbs/d, monthly avg.	350	21	33
Effluent TSS, lbs/d, monthly avg.	525	51	58
Effluent BOD ₅ , mg/L, monthly avg.	20	2	3
Effluent TSS, mg/L, monthly avg.	30	4	5
Total Coli form 7 day Median Max	23	7	10.5
Total Coli form Daily Maximum	240	17	13
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	97
Electrical Conductivity, umhos/cm annual avg.	2100	2105(YTD)	2173 (YTD)

Red – new parameter added

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	50	0	44.8

COLLECTION:

- Flushed **18,420 ft** of sanitary sewer. YTD **40,276 ft. 61%** completed
- CCTV **21,856 ft. 33%** completed
- Inspected **68** manhole & covers. YTD **132**
- Cleaned out L/S "F"

MAINTENANCE

Wastewater

- Set up new UV Bank A including brackets, installation and SCADA programming for effluent disinfection.
- Installed flow meter in dewatering station.
- Prep Magna Rotor Aerator no.3 for bearing replacement.

Water

- Cleaned out the sludge from the bottom of WLWTP backwash tank.
- Installed new 6-inch isolation valve on WLWTP backwash tank.
- Water flow meters were audited by Cooper Control.
- Well no.5 motor failed will need to be repaired.
- Myers Control Corporation (MCC) performed software troubleshoot.
- Newport Water Treatment Plant well no.4 chlorine pump rebuild.

Preventive and Corrective

Total # of WO's Completed	Total Hours
143	139

Call & Emergency Responses

Call Outs	Emergencies
11	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1163	71

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLIOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS DAY
mg/L	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PART PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WASTEWATER ACTIVATED SLUDGE



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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE MEETING
OF COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Thursday, January 24, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

Community Center Committee Members

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

Call business meeting to order – 7:00 p.m. by Kevin Graves

Roll Call – All Present - Diane Alexander arrived at 7:45 p.m.

General Manager Howard – Stated the Community Center Chairman for the Community Center Committee will be Director Kevin Graves and the Vice-Chair will be Director Chris Steele.

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

None

C. NEW BUSINESS AND ACTION ITEMS

1. **Brown Act Review and Requirements of Community Center Members**

General Manager Howard – Provided details of item C-1. There was discussion between the General Manager and the Committee.

2. **Discussion of Community Center Operational Consideration and Project Update**

Chair Kevin Graves – Provided details of item C-2

General Manager Howard – Provided a presentation regarding the site resources, facility options, and the October 17, 2011 survey results.

Chair Kevin Graves – Thanked the public for attending the Community Center meeting and would like to hear the desires of the Public.

There were 12 Public Comment Speakers. There was a discussion between the Public, the General Manager, and the Committee

General Manager Howard – Provided a presentation regarding the site plans and a sample brochure for recreational activities. There was discussion between the General Manager and the Committee.

Motion by: Vice-Chair Steele to make a recommendation to the Board of Directors for a 90 day continued business and staff will continue to gather names and contact information of current interested members of the Athletic Club

Second by: Member Mattison

There was discussion between the General Manager and the Committee

Motion Amended by: Vice-Chair Steele to add the funding

Second Amended by: Member Mattison

There was discussion between the General Manager and the Committee

Motion withdrawn by: Vice-Chair Steele

The discussion continued between the General Manager and the Committee

D. FUTURE AGENDA ITEMS

1. Proposal of temporary funding

2. Identify funding resources necessary to start the renovation – safety and appearance – to be completed within 60 to 90 days

There was discussion between the General Manager, the Committee, and the Public. Also, Diane Alexander received the Brown Act training on January 24, 2013.

E. ADJOURNMENT

The meeting adjourned at 8:58 p.m. to the next Community Center Committee meeting on February 4, 2013



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Agenda Item # K-2

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FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
November 8, 2012**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:03 a.m. at the Director of Airports' Office.

PRESENT: Mike Bruno, Chair, CCC Airports Business Association
Janet Kaiser, Diablo Valley College
Keith McMahon, City of Concord
David Pfeiffer, Secretary, District V
Rudi Raab, District I
Rich Spatz, At Large 2
Tom Weber, Vice Chair, District IV
Ed Young, At-Large 1

ABSENT: Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Russell Roe, District II

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

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

Elizabeth Coffey, Mt Diablo Mustangs, presented a donation of \$600 to the Airport for the purchase of an additional bench, table or other needed item in Public Viewing Plaza.

**APPROVAL OF
MINUTES:**

Moved by David Pfeiffer; seconded by Tom Weber. Rich Spatz and Keith McMahon abstained. Approved unanimously.

**APPROVAL OF
CONSENT ITEMS:**

Moved by David Pfeiffer; seconded by Tom Weber. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

N/A

b. Process for Emergency Information Dissemination

Mike Bruno stated this item was discussed at the last Airport Committee meeting as a way to provide information when issues arise.

Mike Bruno stated that as a business owner he is reluctant to make any statements or give much detail due to concerns regarding a potential lawsuit. What is said and how it is said can be misinterpreted very easily and can have negative ramifications to the business.

Tom Weber stated that the AAC should have a policy that if approached by reporters that they are referred back to the Director of Airports. Tom further stated that he sensed from the Airport Committee that the Supervisors want the basic details and what is being done to resolve/attend to the issue. Initially there may not be many details as this information evolves over time.

Cliff Glickman stated that there are two issues; the first is how to deal with the press and the second is making sure the Board of Supervisors (Board) is informed when there is an incident. He further stated that it is bad for the County when the Board does not have information when a constituent or press staff asks if they are aware of an issue. It is also helpful to know that in the event of an incident the Board can be of assistance.

Keith Freitas stated that protocols are in place but what has been new is that there was an after-hours fatality at Byron Airport and Airport staff was not advised of the issue until two (2) days later. The protocols needed to be addressed to make sure information is made available immediately.

Cliff Glickman stated that changes in information dissemination recently worked very well but will take the business concerns back to Supervisor Mitchoff.

Mike Bruno agreed that it was appropriate that the AAC have a policy that actions related to Airports or all inquiries on emergencies/investigations/other airport matters of a business nature should be referred to the Airport Director's office. **Moved by Mike Bruno; seconded by Rich Spatz. Approved unanimously.**

A second motion was made to contact Airport staff any time the AAC refers someone back to the Airport. **Moved by Rudi Raab; seconded by Tom Weber. Approved unanimously.**

Tom Weber expressed concern as to how to ensure future AAC members are aware of the policy. Mike Bruno responded that it could be added to the by-laws to ensure it is part of the obligations. Tom then expressed concern as the last by-law change took a year and the AAC should look at other necessary changes. Mike suggested keeping it as a policy without amending by-laws to see how it goes and then amend the bylaws if necessary.

c. AAC Appointments/Term Dates

Janet Kaiser, Mike Bruno and Keith McMahon all have their appointments ending in February 2013.

- Mike Bruno sent notices to entities whose representative term is expiring. There is a 60 day hold over under the Bylaws.
- Tom Weber suggested that members go to their appointing body to move process along if they are interested in staying on the AAC.

d. Fiscal Year 2011/2012 Budget Review

Keith Freitas reported:

- Budget was on target with revenues coming in at 103% and expenditures coming in at 90%.
- A recommendation at the next Airport Committee meeting is to take about \$204,000 of the retained earnings and move it to the emergency reserve fund (will put the emergency reserve fund at the three (3) year, 10% average, as directed; approximately \$340,000).
- The emergency reserve fund is a general emergency reserve which would require Airport Committee's approval to use the funds.

e. Security Issues

Keith Freitas reported:

- Buchanan Field does not have much of a security issue due to 24/7 staffing.
- Byron Airport staffing is not at that staffing level; generally 8 – 10 hours per day 7/day a week coverage.
 1. There have been two break-ins in the last nine (9) months.
 2. Airport is not obligated to provide security for individual leaseholds; that is the tenant's obligation; however, Airports staff is looking at general airport security enhancements.
 - a. Soon the Sheriff's Office will be using the Airport office for a work station, restrooms, etc.; this helps the Sheriff and provides additional presence at the Airport.
 - b. Also looking at other opportunities like flash cams (Public Works uses these for dumping problems), security cameras, etc.
 - c. There are not enough staff resources to monitor more sophisticated systems.

David Pfeiffer stated that one issue, from San Francisco International Airport, is if the cameras are installed and are not monitored consistently they are then subject to theft. Rudi Raab commented that there are inexpensive infrared cameras available. Mike Bruno stated that they installed cameras due to daylight issues they were having; cameras are a minor deterrent but people are the primary deterrent (Airport staff talks to people coming onto site and into office).

David Pfeiffer stated that tenant awareness is the strongest thing Byron Airport has going for it.

Ed Young, who is also a Byron tenant, stated that you do feel vulnerable since Byron Airport is not manned all the time. The first burglary came in through hangar side which

had to be noisy. Byron Airport should consider some type of noise sensor security system.

Mike Bruno suggested internet as the key for an effective security system.

Keith Freitas reminded that there is a government process that must be used and it does drive up the costs. Although Airport staff is not trying to burden the leaseholders, as security is a partnership, but reiterated that tenants do have security responsibility for their premises.

Janet Kaiser then concurred with Keith about the added cost and process for purchasing by a government sector.

f. Airport Clubhouse

Beth Lee recapped the intent of rehabilitating the clubhouse for aviation club use.

Keith Freitas invited all in attendance to walk thru the clubhouse at the end of the meeting

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None

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

Keith Freitas reported:

- Buchanan Field is testing a hot spot for WIFI access for the next few weeks at the east ramp pilot's lounge. An email will go out to tenants with access information and a notice will be posted in the pilot's lounge.
- Santa Skydive is scheduled for December 1, 2012.
- The Buchanan Field crack sealing of the east ramp is almost complete. This is not a long term solution but will help preserve the area until the entire area can be repaved and FAA grant funding secured.

c. Update from Airport Business Association

Mike Bruno reported he had a good discussion with David Ringler, Patriot Jet Foundation, and are working together on student flight training program

d. AAC Announcements

Tom Weber stated that he is working with the Airport Land Use Commission (ALUC) to find out the status of the Patriot Jet Foundation land use permit.

e. Airport Staff Announcements

Byron fuel service solicitation is currently being circulated due to a proposal received.

FUTURE AGENDA ITEMS

- AAC member contact Information; to discuss what can be publicly available so they can contact each other

Next meeting scheduled for Thursday, December 13 at 10:00 am at Buchanan Field.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:21 am.



TownOfDiscoveryBay CSD
Received
FEB 01 2013

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes
Board of Directors Regular Meeting

Monday January 7, 2013 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Steve Barr	Kevin Romick - President	Robert Kenny
Kevin Bouillon	Joel R. Bryant- Vice President	Cheryl Morgan
Robert A. Brockman	Ronald Johansen	Erick Stonebarger

Call to Order: New Director Workshop/Orientation- (5:35 P.M.)

CALL TO ORDER - (6:30 P.M.)

PLEDGE OF ALLEGIANCE – (6:30 P.M.)

ROLL CALL- (6:31 P.M.) Directors Present: Barr, Bouillon, Brockman, Romick, Bryant, Johnansen, Morgan, Stonebarger
Directors Absent: Kenny

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS- (6:32 P.M.)

- A.1 Acknowledgment of Outgoing Directors
- A.2 Administration of Oath of Office for new Board Directors

PUBLIC COMMENTS- (6:30 P.M.)

There was no Public Speaker

CONSENT CALENDAR- (6:36 P.M.)

- C.1 Approve minutes from December 3, 2012 Regular Board of Directors Meeting.

Motion by: Director Johansen to approve Consent Calendar Items C.1
Second by: Director Bryant
Abstained: Cooper, Smith, Young
Vote: Motion carried 5:0:3

- C.2 : Consider Accepting Bid from Liberty Union High School District for a Type 4 Engine

Motion by: Director Morgan to approve Consent Calendar Item C.2
Second by: Director Johansen
Abstained:
Vote: Motion carried 8:0:0

PUBLIC HEARINGS

None

DISCUSSION ITEMS

(6:39 P.M.)

D.1 Selection of District Board Officers: President, Vice President for the 2013 Calendar Year.

Motion by: Director Johansen to Selection Director Romick as President and Director Bryant as Vice President until April 30, 2013

Second by: Director Bouillon

Vote Motion carried 8:0

(6:43 P.M.)

D.2 Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Brentwood

Motion by: Director Johansen to Appoint Former Director Barr as Director to Redevelopment Successor Agency Oversight Board for the City of Brentwood.

Second by: Director Smith

Vote Motion carried 8:0

(6:47 P.M.)

D.3 Operational Update for December and 2012 Calendar Year

INFORMATIONAL STAFF REPORTS

None

DIRECTORS' COMMENTS (7:01P.M.)

Director Bryant asked that this meeting, Monday January 7, 2013 be adjourned on behalf of Retired Captain Ben Whitener.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS (7:05P.M.)

Director Bryant requested that the Flag Policy be updated.

Director Smith requested that committees be setup to discuss issues prior to the meetings, for topics such as Budgeting & Service Models.

Adjourn to Closed Session on the following matter: (7:05P.M.)

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

(8:12 P.M.)

REPORT FROM CLOSED SESSION

The Board gave direction to staff and no actions were taken.

(8:12 P.M.)

ADJOURN IN HONOR OF RETIRED CAPTAIN BEN WHITENER TO THE NEXT REGULAR BOARD MEETING SCHEDULED: February 4, 2013

Motion by: Director Romick to adjourn to the next Board meeting, February 4, 2013

Second by: Director Bryant

Vote Motion carried 8:0



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