



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

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

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. AREA AGENCIES REPORTS / PRESENTATION

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

D. COMMITTEE/LIAISON REPORTS

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

***These meetings are held Quarterly*

E. CONSENT CALENDAR

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

1. Minutes of previous Special meeting dated November 16, 2011
2. Minutes of previous Regular meeting dated November 16, 2011
3. District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Discovery Bay Work Experience Project/Internship Program
2. Temporary Lease of District Facilities to Garaventa Enterprises (DB Disposal)
3. Approve and Accept the contract work performed by James Breneman for the construction and completion of the Cornell Park Play Area Renovation

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

1. Minutes approved of the Regular Community Center meeting dated October 18, 2011
2. Minutes approved of the Regular Communications meeting dated October 19, 2011

L. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority Minutes for October 13, 2011
2. R – Letter from Supervisor Piepho regarding Vasco Road Ribbon ceremony cutting on December 7, 2011
3. R – Contra Costa County Aviation Advisory Committee Minutes for September 8, 2011
4. R – East Contra Costa Fire Protection District Minutes for November 7, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – Selection and/or Engagement of the District's outside Audi Firm – Request date November 18, 2011
2. Request from Jeff Barber – Community Center Committee Draft Report – Request date November 29, 2011
3. Request from Gaylin Zeigler – Dog Park – Request date November 30, 2011

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next regular meeting on December 21, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday November 16, 2011
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:30 P.M.
Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:30 P.M.

- A. ROLL CALL**
Call to Order – 6:30 p.m. by President Graves
Roll Call – All Present with the exception of Director Tetreault
- B. PUBLIC COMMENT**
There was one (1) Public Comment Speaker
- C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**
(Government Code Section 54957.7)
Legal Counsel Schroeder – Disclosure was made of the facts and circumstances regarding item D-2. Meeting was adjourned into Closed Session.
- D. CLOSED SESSION:**
1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subdivision (a) of Section 54956.9)
Case Name: Daniel McKee v. Town of Discovery Bay CSD and York Services Group, Inc., WCAB Case No.: Unassigned
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one potential case
- E. RETURN TO OPEN SESSION: REPORT ON CLOSED SESSION**
(Government Code Section 54957.1)
Legal Counsel Schroeder - The Board reconvened from Closed Session regarding Item D -1 and D-2. All Present with the exception of Director Tetreault. D-1 No reportable action, D-2 – No disposition of that matter
- F. ADJOURNMENT:**
The meeting adjourned at 6:58 p.m. to the regular meeting on November 16, 2011 at 1800 Willow Lake Rd -- Located in back of Delta Community Presbyterian Church.

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

//cmc – 11.30.11



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday November 16, 2011
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call to Order – 7:00 p.m. by President Graves
Pledge of Allegiance – Led by President Graves
Roll Call – All Present with the exception of Director Tetreault.

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

There were three (3) Public Comment Speakers.

C. PRESENTATIONS

1. East Contra Costa Fire Protection District (ECCFPD) – New Board Member Introduction
Chief Henderson – Introduced the new East Contra Costa Fire Protection District Board Member – Cheryl Morgan
There was discussion between Chief Henderson, Ms. Morgan, and the Board. There was one (1) Public Comment Speaker.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Dawson – Commented on the Communications Meeting dated November 16, 2011.
President Graves – Provided report from East Contra Costa Fire Protection District meeting dated November 7, 2011.

E. CONSENT CALENDAR

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

1. Minutes of previous Regular meeting dated October 19, 2011
2. Minutes of previous Regular meeting dated November 2, 2011
3. Minutes of previous Special Workshop dated November 9, 2011
4. District Invoices
5. Claim against the District – Diana Hanson
6. Adopt Resolution 2011-24 to Preclude Members and former members of the Board of Directors and Retired employees from receiving Medical and Ancillary Health Care Benefits

Motion by: Director Simon to pass the Consent Calendar

Second by: Director Dawson

There were two (2) Public Comment Speakers.

Vote: Motion carried – AYES: 4 – President Graves, Vice-President Steele, Director Dawson, Director Simon,
NOES: 0, ABSENT: 1 – Director Tetreault

F. NEW BUSINESS AND ACTION ITEMS

1. Proposal to conduct bioassay tests for the two (2) Trojan UV disinfection systems at Wastewater Treatment Plant II

General Manager Howard – Introduced District Engineer Gregory Harris

Gregory Harris – Provided the details of Item F-1.

There was discussion between District Engineer Gregory Harris and the Board.

Motion by: Director Simon to conduct bioassay tests for the two (2) Trojan UV disinfection systems at Wastewater Treatment Plant II not to exceed \$43,450

Second by: Director Dawson

Vote: Motion carried – AYES: 4 – President Graves, Vice-President Steele, Director Dawson, Director Simon, NOES: 0, ABSENT: 1 – Director Tetreault

2. Approve Purchase of One (1) Aero-Mod Belt Press for Bio Solids production

General Manager Howard – Introduced Gregory Harris

Gregory Harris – Provided the details of Item F-2

Motion by: Director Simon for the purchase of One (1) Aero-Mod Belt Press for Bio Solids production

Second by: Vice-President Steele

Vote: Motion carried – AYES: 4 – President Graves, Vice-President Steele, Director Dawson, Director Simon, NOES: 0, ABSENT: 1 – Director Tetreault

3. Adopt Resolution 2011-23 Establishing a Town of Discovery Bay CSD Developer Deposit Holding Fund

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

There was discussion between the General Manager and the Board. There was one (1) Public Comment Speaker.

Motion by: Director Simon to adopt Resolution 2011-23 establishing a Town of Discovery Bay CSD Developer Deposit Holding Fund

Second by: Director Dawson

Vote: Motion carried – AYES: 4 – President Graves, Vice-President Steele, Director Dawson, Director Simon, NOES: 0, ABSENT: 1 – Director Tetreault

4. Request for comment for a home based business at 1669 Willow Lake Road

General Manager Howard – Provided the details of Item F-4

There was discussion between the General Manager and the Board. There was one (1) Public Comment Speaker.

Motion by: President Graves to send out no negative comment

Second by: Vice-President Steele

Legal Counsel Schroeder – Suggested take no action, no direction to staff to respond

Motion withdrawn: President Graves to send out no negative comment

Second withdrawn: Vice-President Steele

No Action was taken for Item F-4

G. VEOLIA REPORT

Project Manager Berney Sadler – Provided the details of the October 2011 Monthly Operations Report.

There was discussion between the Board, the Project Manager, and Water and Wastewater Manager.

H. MANAGER'S REPORTS

Parks and Landscape Manager Perez – Provided an update for the Regatta Park Basketball Project and the Dog Park Plans. Would like to schedule a Community meeting for the discussion of a possible Dog Park.

There was discussion between the Board and Parks and Landscape Manager.

Water and Wastewater Manager Koehne – Provided an update for the annual water leaks and for three (3) Hydrant's that were damaged.

There was discussion between the Board and Water and Wastewater Manager Koehne.

I. GENERAL MANAGER'S REPORT

General Manager Howard – Provided an update in regards to the East Contra Costa County Cops for Kids Holiday Program

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – The Board considered two (2) items from Closed Session, D-1 and D-2. Item D-1 No reportable action. D-2 – No disposition of that matter

K. COMMITTEE UPDATES

President Graves – Provided an update from the Communications Committee Meeting
Vice-President Steele – Provided an update from the Community Center Meeting

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Letter from Supervisor Piepho to Phillip Kader, Chief Probation Office Contra Costa County, regarding the recent escape of four (4) wards at the Orin Allen Youth Rehabilitation Facility
2. R – Transplan Committee Minutes for October 13, 2011
3. R – Letter from Supervisor Piepho regarding Board Order – Appointment to the East Contra Costa Fire Protection District.
4. R – Letter from the Contra Costa County Probation Department regarding the Orin Allen Youth Rehabilitation Facility
There was one (1) Public Comment Speaker

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Richardson Letter re: President Graves – Request date November 3, 2011

N. FUTURE AGENDA ITEMS

There were two (2) Public Comment Speakers

O. ADJOURNMENT

The meeting adjourned at 8:01 p.m. to next Regular meeting of December 7, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

//cmc – 11.30.11



Town of Discovery Bay

"A Community Services District"
AGENDA REPORT

Meeting Date

December 07, 2011

Prepared By: Liz Hardy, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$318,387.54

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

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

Previous Relevant Board Actions for This Item

Attachments

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

AGENDA ITEM: E-3

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on December 7, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code				
1	7011	RellaStar	Inv#JR52 457(b) Benefits for 11/01-11/15/11	\$1,078.05
	7024	RellaStar	Inv#JR52 457(b) Benefits for 11/01-11/15/11	<u>\$288.49</u>
			Sub-Total	\$1,366.54
2	7011	SDRMA	Inv#0008900-IN, dtd 12/1/11 Ancillary Benefits for Dec 2011	\$641.95
	7024	SDRMA	Inv#0008900-IN, dtd 12/1/11 Ancillary Benefits for Dec 2011	<u>\$78.59</u>
			Sub-Total	\$720.54
3	7101	Brian Dawson	Expense Report for November 2011	\$400.00
4	7101	Kevin Graves	Expense Report for November 2011	\$600.00
	7102	Kevin Graves	Expense Report for November 2011	<u>\$15.54</u>
			Sub-Total	\$615.54
5	7101	Mark Simon	Expense Report for November 2011	\$400.00
6	7101	Chris Steele	Expense Report for November 2011	\$600.00
7	7101	Ray Tetreault	Expense Report for November 2011	\$200.00
8		<u>CalCard Statement Dated 10/25/11</u>		
	7102	Travel & Training		\$294.58
	7301	General Repair - Water/Sewer		\$319.23
	7430	Office Supplies		\$156.70
	7490	Travel & Training		\$677.22
	7510	Info Systems Maintenance		\$877.98
	7520	Cellular Communications/ Data		\$325.40
	7550	Telephone		\$607.24
	7620	Special Equipment		\$64.19
	7665	Office Buildings/Improvements		\$782.81
	7670	Office Equipment/Software		\$2,383.69
	7680	Office Furnishings		\$1,257.35
	7690	Equipment Maintenance / Fuel		\$1,558.27
	7950	Misc Services & Supplies		\$288.58
	7952	Landscape Related Reimbursements		<u>\$37.62</u>
			Sub-Total	\$9,628.86
9	7205	Neumiller & Beardslee	Inv# 244777, dtd 11/17/11 Services thru 10/31/11	\$5,311.58
10	7205	Neumiller & Beardslee	Inv# 244778, dtd 11/17/11 Services thru 10/31/11	\$365.94
11	7205	Neumiller & Beardslee	Inv# 244779, dtd 11/17/11 Services thru 10/31/11	<u>\$870.21</u>
			Sub-Total	\$6,547.73
12	7210	Herwitt Engineering	Inv# 11-10, dtd 11/15/11 Services for 10/1/11-10/31/11	\$3,928.86
	1112-003	Herwitt Engineering	Inv# 11-10, dtd 11/15/11 Services for 10/1/11-10/31/11	\$965.00
13	1112-003	Herwitt Engineering	Inv# 11-10 Dew, dtd 11/15/11 Services for 10/1/11-10/31/11	\$25,853.86
14	7210	Herwitt Engineering	Inv# 11-11, dtd 11/30/11 Services for 11/1/11-11/30/11	\$5,590.44
	1112-003	Herwitt Engineering	Inv# 11-11, dtd 11/30/11 Services for 11/01/11-11/30/11	\$5,832.50
15	1112-003	Herwitt Engineering	Inv# 11-11 Dew, dtd 11/30/11 Services for 11/01/11-11/30/11	<u>\$25,214.50</u>
			Sub-Total	\$67,385.16
16	7210	Luhdorff & Scalmanini	Inv# 27336, dtd 10/30/11 Gen. Services 2011 - Filters A & B Testing	\$2,033.00
17	7215	Luhdorff & Scalmanini	Inv# 27339, dtd 10/30/11 Well Efficiency Testing 2011	<u>\$3,837.75</u>
			Sub-Total	\$5,870.75
18	7215	Datamatic, Ltd	Inv# CA-0000021569, dtd 10/24/11 Annual Hosting 7/1/11 - 6/30/12	\$2,134.50
19	7630	American Retrofit Systems	Inv#156, dtd 11/09/11 L & M - 2 F96 ballast (WWTP #1)	\$385.00
20	7301	American Retrofit Systems	Inv#157, dtd 11/15/11 L Only - VFD work (WWTP #2)	<u>\$1,250.00</u>
			Sub-Total	\$1,635.00
21	7301	Frank A. Olsen Company	Inv# 224225, dtd 11/18/11 Check valve lever & weight	\$2,728.59
22	7301	Hach	Inv# 7488729, dtd 11/02/11 Hardware Kit	\$248.66
23	7301	Hach	CR# 2084567, dtd 11/09/11 Hardware Kit (Rebilled to Veolia)	<u>-\$248.66</u>
			Sub-Total	\$0.00

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on December 7, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code							
24	7301	I & T Backflow Testing	Inv# 129, dtd 11/21/11	Backflow Tests		\$260.00	
	7952	I & T Backflow Testing	Inv# 129, dtd 11/21/11	Backflow Tests	***reimb. from Z# 8***	\$510.00	
	7952	I & T Backflow Testing	Inv# 129, dtd 11/21/11	Backflow Tests	***reimb. from Z# 9***	\$185.00	
	7952	I & T Backflow Testing	Inv# 129, dtd 11/21/11	Backflow Tests	***reimb. from Z# 35***	\$35.00	
	7952	I & T Backflow Testing	Inv# 129, dtd 11/21/11	Backflow Tests	***reimb. from Z# 61***	<u>\$245.00</u>	
					Sub-Total	\$1,235.00	
25	7301	J.W. Backhoe & Constr. Inc.	Inv# 1620, dtd 11/07/11	paving various spots		\$4,920.36	
26	7301	J.W. Backhoe & Constr. Inc.	Inv# 1621, dtd 11/07/11	Repair @ 1353 DB Blvd.		\$3,306.50	
27	7301	J.W. Backhoe & Constr. Inc.	Inv# 1624, dtd 11/14/11	Repair 5504 MarlinCt		\$6,817.57	
28	7301	J.W. Backhoe & Constr. Inc.	Inv# 1626, dtd 11/20/11	Repair 700 Beaver Lane		\$6,170.45	
29	7630	J.W. Backhoe & Constr. Inc.	Inv# 1628, dtd 11/20/11	Spread slug @ WWTP #2		<u>\$7,300.00</u>	
					Sub-Total	\$28,514.88	
30	7301	Paul Vaz Trucking	Inv# 17008, dtd 11/18/11	Rock Material for WWTP #2		\$412.90	
31	7301	Paul Vaz Trucking	Inv# 17009, dtd 11/18/11	Hauling of Material for WWTP #2		<u>\$497.20</u>	
					Sub-Total	\$910.10	
32	7301	R&B Company	Inv# S1278719.001, dtd 11/14/11	Water Meter Boxes		\$672.23	
33	7301	Turbo Machinery Repair	Inv# 2872, dtd 11/22/11	Blades for WWTP #1 Rotor #2		\$5,828.80	
34	7301	Yusen Loglstics	Inv# 7151880-1, dtd 8/24/11	Return firefiys to Datamatic		\$265.00	
35	7305	Shape Inc.	Inv# 116323, dtd 10/27/11	SubCab		\$1,242.00	
36	7305	Shape Inc.	Inv# 116331, dtd 10/27/11	LS "S" Pump Repair		\$10,168.40	
37	7305	Shape Inc.	Inv# 116332, dtd 10/27/11	Labor Fees		\$655.00	
38	7305	Shape Inc.	Inv# 116377, dtd 10/30/11	LS "S" Pump Repair		\$6,444.14	
39	7305	Shape Inc.	Inv# 116459, dtd 11/17/11	Monitor, Phase 500/3 D		<u>\$643.76</u>	
					Sub-Total	\$19,153.30	
40	7330	Univar	Inv# SJ255624, dtd 11/10/11	Chemicals 1800 Willow Lake Drive		\$837.93	
41	7330	Univar	Inv# SJ255625, dtd 11/10/11	Chemicals 1800 Newport Road		<u>\$1,500.48</u>	
					Sub-Total	\$2,338.41	
42	7414	Freedom Mailing Services	Inv# 19644, dtd 11/10/11	Billing Outsource		\$923.08	
43	7420	Mail Finance	Inv# N2914006, dtd 11/17/11	Lease for postage Machine 19-Dec-11		\$69.53	
44	7420	Neopost	Closing Date 11/06/11 Acct# xxxx xxxx xxxx 4658			\$130.28	
45	7420	UPS	Inv# 000012X417461, dtd 11/12/11	Shipping to A & L Western Lab		\$11.26	
46	7430	Office Depot	Inv# 583889405001, dtd 10/24/11	Office Supplies		\$18.35	
47	7430	Office Depot	Inv# 583889518001, dtd 10/24/11	Office Supplies		\$9.69	
48	7430	Office Depot	Inv# 584690788001, dtd 10/28/11	Office Supplies		\$72.82	
49	7430	Office Depot	Inv# 584690835001, dtd 10/31/11	Office Supplies		\$27.87	
50	7430	Office Depot	Inv# 584690836001, dtd 10/28/11	Office Supplies		\$133.50	
51	7430	Office Depot	Inv# 584694596001, dtd 11/03/11	Office Supplies		\$21.93	
52	7430	Office Depot	Inv# 585559985001, dtd 11/04/11	Office Supplies		\$67.21	
53	7430	Office Depot	Inv# 585560001001, dtd 11/07/11	Office Supplies		\$16.18	
54	7430	Office Depot	Inv# 586236394001, dtd 11/10/11	Office Supplies		\$69.11	
55	7670	Office Depot	Inv# 586236422001, dtd 11/11/11	Computer Equipment		\$3.19	
56	7430	Office Depot	Inv# 587319142001, dtd 11/18/11	Office Supplies		<u>\$55.68</u>	
					Sub-Total	\$495.53	
57	7480	State Water Resources Control Board	Inv# WD-0065925, dtd 11/08/11 #5B070105003		07/01/11-06/30/12	\$9,160.00	
58	7480	State Water Resources Control Board	Inv# WD-0067692, dtd 11/08/11 #5SSO10929		07/01/11-06/30/12	<u>\$1,521.00</u>	
					Sub-Total	\$10,681.00	
59	7510	Big Dog Computer	Inv# 20090930-19, dtd 11/28/11			\$1,179.00	
		WATER					
30	7535	PG&E / Acct# 2943721807-5	Newport WTP		10/12/11-11/10/11	\$10,447.59	
31	7535	PG&E / Acct# 2990602600-9	Willow Lake WTP		10/11/10-11/08/11	\$9,112.99	

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on December 7, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code				
62	7535	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	10/12/11-11/08/11	\$18.47
63	7535	PG&E / Acct# 6760524303-8 Irr. Controller (Newport @ Well 4A)	10/12/11-11/09/11	\$15.85
64	7535	PG&E / Acct# 7068319849-6 Well #5	10/10/11-11/07/11	\$5,640.59
65	7535	PG&E / Acct# 8351173112-3 Well #2	10/11/11-11/08/11	\$38.28
66	7535	PG&E / Acct# 8609981202-5 Well #1 (Gas)	10/11/11-11/08/11	\$19.28
67	7535	PG&E / Acct# 8651647866-5 Well #1	10/11/11-11/08/11	\$2,599.65
Sub-Total				\$27,892.70
SEWER				
68	7537	PG&E / Acct# 0631986334-3 Newport Lift Station	10/12/11-11/10/11	\$2,654.09
69	7537	PG&E / Acct# 1182741894-5 Pump Station D	10/11/11-11/08/11	\$125.60
70	7537	PG&E / Acct# 1318320217-8 Pump Station A	10/11/11-11/08/11	\$33.75
71	7537	PG&E / Acct# 2068717691-5 Pump Station G	10/12/11-11/09/11	\$36.77
72	7537	PG&E / Acct# 2172798825-1 Pump Station R	10/12/11-11/09/11	\$57.34
73	7537	PG&E / Acct# 2527523613-8 Pump Station S	10/13/11-11/10/11	\$484.51
74	7537	PG&E / Acct# 3016215915-3 Pump Station F	10/10/11-11/07/11	\$733.22
75	7537	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	10/11/11-11/08/11	\$112.24
76	7537	PG&E / Acct# 3497478293-9 Lakeshore Lift Station	10/10/11-11/07/11	\$552.78
77	7537	PG&E / Acct# 3881134135-3 WWTP #1	10/12/11-11/09/11	\$5,967.91
78	7537	PG&E / Acct# 4193709211-6 Pump Station C	10/12/11-11/09/11	\$55.34
79	7537	PG&E / Acct# 4201000159-4 Golf Course Valve Station	10/13/11-11/10/11	\$289.12
80	7537	PG&E / Acct# 4225081240-3 Disc WWTP & Pump Station W	10/12/11-11/09/11	\$28.15
81	7537	PG&E / Acct# 4516230421-1 Pump Station H	10/11/11-11/08/11	\$17.76
82	7537	PG&E / Acct# 7234986505-4 Pump Station J	10/11/11-11/08/11	\$253.84
83	7537	PG&E / Acct# 7312115758-7 SS/HWY 4 E/Disco Bay Blvd W/O Bridge	10/12/11-11/09/11	\$20,908.27
84	7537	PG&E / Acct# 7630923070-4 Pump Station E	10/10/11-11/07/11	281.95
85	7537	PG&E / Acct# 8343916134-6 Fern Ridge Circle/Hofmann	10/07/11-11/04/11	\$775.10
86	7537	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	10/11/11-11/08/11	\$31.55
Sub-Total				\$33,399.29
87	7630	Brut Janitorial Inv# 112, dtd 11/18/11 Monthly contract for December 2011		\$250.00
	7952	Brut Janitorial Inv# 112, dtd 11/18/11 Monthly contract for December 2011	***reimb. from Z# 8***	\$360.00
	7952	Brut Janitorial Inv# 112, dtd 11/18/11 Monthly contract for December 2011	***reimb. from Z# 9***	\$25.00
	7952	Brut Janitorial Inv# 112, dtd 11/18/11 Monthly contract for December 2011	***reimb. from Z# 57***	\$25.00
	7952	Brut Janitorial Inv# 112, dtd 11/18/11 Monthly contract for December 2011	***reimb. from Z# 61***	\$25.00
Sub-Total				\$685.00
88	7630	Discovery Pest Control Inv# 0446225, dtd 11/17/11		\$68.00
89		<u>Ace Hardware - Acct# 808 - Closing 10/30/11</u>		
	7665	Office Bldg/ Improvements		\$51.97
	7630	Facillity Maintenance/Landscape		\$4.37
	7680	Office Furnishings		\$8.21
	7690	Equipment Maintenance/Fuel		\$2.43
	7952	Landscape Related Reimbursements		\$1.91
Sub-Total				\$68.89
90	7665	Planeinsane Media Services Inv# 102, dtd 11/16/11 L&M to install TV - Board Room		\$630.00
91	7665	ULINE Inv# 41240864, dtd 11/28/11 Convex Safety Mirror		\$43.10
92	7690	Brentwood Tire Company Inv# 23866, dtd 11/22/11 '08 Colorado Rear Tires and brakes		\$452.67
93	7690	Van De Pol Inv# 0230274-IN, dtd 11/17/11 Diesel		\$530.61
94	7690	Van De Pol Inv# 0230275-IN, dtd 11/17/11 Diesel		\$702.83
Sub-Total				\$1,233.44
95	7950	Contra Costa County Treasurer-Tax Bill # 11 007074 2, dtd 09/12/11		\$482.10
96	7950	Shred-It Inv#7576179210, dtd 11/17/11 On-site shredding		\$53.80
97	7952	Antloch Plumbing, Inc. Inv# 5534, dtd 11/17/11 Regatta Park drain repair		\$656.17
98	7952	Sue Heintl Expense Report for 10/18/11	**reimb. from Z# 61**	\$3.88
99	7952	Discovery Locks & More Inv# 8005, dtd 11/16/11 Locks and lubricant		\$120.76

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on December 7, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>				
100	7952	Freedom Mailing Inv# 19686, dtd 11/23/11	Dog Park Letter	**reimb. from Z# 61** \$549.38
101	7952	PMT Pest Control Service Inv# 418, dtd 11/20/11	Rodent Control Bixler Rd	**reimb. from Z#8 & 61** \$900.00
Total TODB				\$239,879.79
<u>Casell Utility Account</u>				
1	7951	Refund of overpayment on Acct#1-011-370-060-3.01		\$25.32
2	7951	Refund of overpayment on Acct#1-011-620-032-0.01		\$55.34
3	7951	Refund of overpayment on Acct#1-011-370-038-9.01		\$22.39
4	7951	Refund of overpayment on Acct#1-011-620-019-7.01		\$22.32
Casell Utility Total				\$125.37
TODB GRAND TOTAL				\$240,005.16

Request For Authorization To Pay Invoices (RFA)
For the Meeting on December 7, 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/11 - 6/12

Acct Code						
1	2100	Office Depot	Inv# 585559985001, dtd 11/04/11	Office Supplies	\$82.06	
2	2170	Office Depot	Inv# 583889519001, dtd 10/21/11	Housekeeping Supplies	\$11.44	
					Sub-Total	\$93.50
3	2100	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$15.09	
	2102	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$129.91	
	2110	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$298.22	
	2130	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$950.70	
	2131	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$217.41	
	2200	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$8.00	
	2270	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$886.04	
	2271	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$713.94	
	2272	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$1,359.77	
	2281	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$488.95	
	2282	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$1,060.75	
	2303	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$35.00	
	2479	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$286.26	
	4789	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$4,072.80	
	4829	Town of Discovery Bay	Inv# 3143, dtd 11/07/11	Reimbursements for June - Sept 2011	\$830.64	
4	2281	Town of Discovery Bay	Inv# 3153, dtd 11/17/11	Reimbursements for Oct 2011	\$360.00	
	2303	Town of Discovery Bay	Inv# 3153, dtd 11/17/11	Reimbursements for Oct 2011	\$339.00	
	4789	Town of Discovery Bay	Inv# 3153, dtd 11/17/11	Reimbursements for Oct 2011	\$740.19	
5	2310	Town of Discovery Bay	Inv# 3160, dtd 11/22/11	Reimbursement of payroll for October 2011	\$10,214.45	
6	2120	Town of Discovery Bay	Inv# 3171, dtd 11/22/11	Water Charges for Lift Station R	\$108.91	
7	2120	Town of Discovery Bay	Inv# 3172, dtd 11/22/11	Water Charges for #66369164	\$11.22	
8	2120	Town of Discovery Bay	Inv# 3173, dtd 11/22/11	Water Charges for #66369167	\$154.20	
9	2120	Town of Discovery Bay	Inv# 3174, dtd 11/22/11	Water Charges for #64739727	\$133.46	
10	2120	Town of Discovery Bay	Inv# 3175, dtd 11/22/11	Water Charges for #66369166	\$4,482.15	
11	2120	Town of Discovery Bay	Inv# 3176, dtd 11/22/11	Water Charges for #66369169	\$960.45	
12	2120	Town of Discovery Bay	Inv# 3177, dtd 11/22/11	Water Charges for #64139739	\$177.85	
13	2120	Town of Discovery Bay	Inv# 3178, dtd 11/22/11	Water Charges for #56844608	\$276.75	
14	2120	Town of Discovery Bay	Inv# 3179, dtd 11/22/11	Water Charges for #56844612	\$978.41	
15	2120	Town of Discovery Bay	Inv# 3180, dtd 11/22/11	Water Charges for #62240129	\$680.64	
					Sub-Total	\$30,971.16
16	2120	PG&E / Acct# 0869258994-1 (Sprink Contr) DB Blvd. & Willow Lake	10/11/11-11/08/11		\$15.93	
17	2120	PG&E / Acct# 2068897992-9 DB Blvd across from 510	10/12/11-11/09/11		\$338.45	
18	2120	PG&E / Acct# 2249446019-3 (Sprinkler) Disco Point, Tr #4077, Lot 71	10/11/11-11/08/11		\$16.66	
19	2120	PG&E / Acct# 2800977208-9 (Irrl Contr) 9295Beacon Pl @ Str Lite	10/12/11-11/09/11		\$16.76	
20	2120	PG&E / Acct# 3736907925-8 (Sprink Contr) E/S Edgview Dr N/O DB Blvd	10/11/11-11/08/11		\$15.93	
21	2120	PG&E / Acct# 4111412785-9 (Sprink Contr) DB Blvd & Seal Way	10/11/11-11/08/11		\$15.93	
22	2120	PG&E / Acct# 445555569-5 (Sprinkler) Disco Point, Tr #3653, Lot 17	10/11/11-11/08/11		\$16.66	
23	2120	PG&E / Acct# 5465914049-2 (Sprinkler) DB Blvd. & Spinnaker	10/11/11-11/08/11		\$15.93	
24	2120	PG&E / Acct# 5939734421-5 PG&E Owned Street & Highway Lighting	10/18/11-11/16/11		\$6,422.18	
25	2120	PG&E / Acct# 7135420365-6 (Sprinkler) Disco Point, Tr# 4077, Lot 65	10/11/11-11/08/11		\$16.66	
26	2120	PG&E / Acct# 7452568975-3 (Sprink Contr) S/E cnr DB Blvd & Willow Lk	10/11/11-11/08/11		\$15.93	
27	2120	PG&E / Acct# 7696548482-7 (Sprinkler) DB Blvd, Tr# 4178, Lot 5	10/11/11-11/08/11		\$16.66	
28	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr w/o Cove Ct 7723 Marina Dr	10/11/11-11/08/11		\$31.86	
29	2120	PG&E / Acct# 8101346815-2 (Irrl Contr) Newport Dr. w/o Pier Ct	10/11/11-11/09/11		\$15.93	
30	2120	PG&E / Acct# 8163719795-5 (Irrl Contr) 9271 Newport Dr @ Str. Lite	10/12/11-11/09/11		\$16.76	
31	2120	PG&E / Acct# 8167536097-8 (Irrl Contr) @ Clipper Dr	10/11/11-11/08/11		\$15.93	
32	2120	PG&E / Acct# 8399010651-6 (Sprink Contr) Willow Lake Ct, Lot 31	10/12/11-11/09/11		\$16.57	
33	2120	PG&E / Acct# 8400813429-2 (Sprinkler) Laguna Ct, Tr# 4076, Lot 18	10/11/11-11/08/11		\$16.66	
34	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers) 2489 'A' DB Blvd.	10/11/11-11/08/11		\$208.41	
					Sub-Total	\$7,245.80
35	<u>Ace Hardware - Account #808 - Closing 10/31/11</u>					
	2130	Small Tools & Instruments			\$128.00	
	2282	Grounds Maintenance			\$7.75	
	2479	Other Special Expenses			\$121.32	
					\$257.07	

**Request For Authorization To Pay Invoices (RFA)
 For the Meeting on December 7, 2011
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/11 - 6/12**

36	2130	Expense Report - Estevan Rocha			\$75.76
37		<u>CalCard - Statement Date 10/25/11</u>			
	2200	Memberships			\$80.00
	2272	Gasoline/Fuel for Equipment			\$282.43
	2303	Other Travel Employee Expenses			\$18.56
	2470	Road/Construction Materials			\$64.18
	2479	Other Special Expenses			\$422.43
	4829	DB L&L #8 Misc. Projects			\$431.49
				Sub-Total	\$1,299.09
38	2271	Brentwood Tire Co. Inv# 23778, dtd 11/14/11	Lube & Oil for 2010 F150		\$60.12
39	2282	Discovery Locks and More Inv# 8005, dtd 11/16/11	Locks and lubricant		\$120.77
40	2282	Valley Crest Inv# 3996991, dtd 11/10/11	Landscape Maintenance for November 2011		\$8,457.00
41	2282	Valley Crest Inv# 1858887, dtd 11/21/11	Plantings		\$768.00
42	2282	Valley Crest Inv# 3885030, dtd 11/21/11	Irrigation repairs		\$609.00
43	2282	Valley Crest Inv# 3885043, dtd 11/21/11	Irrigation repairs		\$387.00
				Sub-Total	\$10,221.00
44	2282	Watersavers Irrigation Inv# 11117047, dtd 11/08/11	Newport Dr. Backflow Cover		\$63.67
45	2282	Watersavers Irrigation Inv# 11118991, dtd 11/15/11	Irrigation repair parts		\$250.77
				Sub-Total	\$314.44
46	2301	Sue Heintl Expenses Report for Mileage for Oct 2011			\$13.88
47	2360	SDRMA Claim # AD1112004952-0001, dtd 10/28/11	Bryan Williamson		\$755.68
48	2479	Pacific Display Inv# 1023, dtd 10/18/11	Installation of Holiday Lights		\$1,714.00
49	2479	Sierra Display, Inc. Inv# 16000, dtd 11/18/11	Front Entrance Decorations		\$258.95
50	4789	James Breneman Inv# 624, dtd 11/29/11	ADA Upgrades Cornell Park		\$5,860.00
	4834	James Breneman Inv# 624, dtd 11/29/11	ADA Upgrades Cornell Park		\$2,745.00
				Sub-Total	\$8,605.00
51	4834	James Breneman Inv# 623, dtd 11/29/11	ADA Upgrades Cornell Park		\$1,278.00
52	4829	Express Employment Inv# 10278020-2, dtd 11/02/11	Temp help for DB Blvd.	w/e 10/30/11	\$823.60
53	4829	Express Employment Inv# 10311858-4, dtd 11/09/11	Temp help for DB Blvd.	w/e 11/06/11	\$823.60
					\$1,647.20
				TOTAL	\$64,931.42

Request For Authorization To Pay Invoices (RFA)
For the Meeting on December 7, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>					
1	2100	Office Depot	Inv# 585559985001, dtd 11/04/11	Office Supplies	\$49.19
2	2100	Office Depot	Inv# 587319142001, dtd 11/18/11	Office Supplies	\$6.50
				Sub-total	\$55.69
3	2100	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$1.67
	2102	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$24.26
	2120	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$13.83
	2131	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$53.36
	2272	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$934.67
	2282	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$73.17
	2479	Town of Discovery Bay	Inv# 3144, dtd 11/07/11	Reimbursements from June-Sept 2011	\$605.61
4	2282	Town of Discovery Bay	Inv# 3154, dtd 11/17/11	Reimbursements from Oct 2011	\$25.00
5	2310	Town of Discovery Bay	Inv# 3161, dtd 11/22/11	Reimbursement of Payroll for Oct 2011	\$2,001.86
6	2120	Town of Discovery Bay	Inv# 3181, dtd 11/22/11	Water Usage 3rd Qtr 2011 #65712638	\$400.06
7	2120	Town of Discovery Bay	Inv# 3182, dtd 11/22/11	Water Usage 3rd Qtr 2011 #65401019	\$6,402.10
8	2120	Town of Discovery Bay	Inv# 3183, dtd 11/22/11	Water Usage 3rd Qtr 2011 #64317397	\$801.35
				Sub-total	\$11,336.94
9		<u>CalCard - Statement 10/25/11</u>			
	2120	Utilities			\$6.64
	2479	Other Special Expenses			\$28.12
				Sub-total	\$34.76
10	2120	PG&E / Acct# 0403377952-3	1445 Cullen Dr (Irrig Ctrlr)	10/11/11-11/08/11	\$40.73
11	2120	PG&E / Acct# 1066166716-1	829 Poe Dr. (Irrig Ctrlr)	10/11/11-11/08/11	\$10.23
12	2120	PG&E / Acct# 7705163630-4	1738 Wilde Dr. (Irrig Ctrlr)	10/11/11-11/08/11	\$10.60
				Sub-total	\$61.56
13		<u>Ace Hardware - Acct # 808 - Closing 10/31/11</u>			
	2282	Grounds Maintenance			\$36.38
14	2282	Vortex	Inv# 92, dtd 10/26/11	Parts for Ravenswood Park	\$144.77
15	2310	Zentner & Zentner	Inv# 0022809-IN, dtd 10/31/11	Post-Construction Monitoring report	\$560.00
16	3530	CCC Treasurer-Tax Collector	Bill# 11 013897 2, dtd 11/07/11	Property Tax	\$163.42
17	3530	CCC Treasurer-Tax Collector	Bill# 11 013750 2, dtd 11/07/11	Property Tax	\$669.12
18	3530	CCC Treasurer-Tax Collector	Bill# 11 013898 2, dtd 11/07/11	Property Tax	\$129.44
19	3530	CCC Treasurer-Tax Collector	Bill# 11 013850 2, dtd 11/07/11	Property Tax	\$129.44
20	3530	CCC Treasurer-Tax Collector	Bill# 11 013849 2, dtd 11/07/11	Property Tax	\$129.44
				Sub-total	\$1,220.86
				Total	\$13,450.96



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
December 7, 2011

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

Agenda Title

Discovery Bay Work Experience Project/Internship Program

Recommended Action

Approve the implementation of a Discovery Bay Work Experience Project/Internship Program

Executive Summary

On February 2, 2011 the Board of Directors authorized the establishment of an Internship program on a pilot project basis.

Following that authorization, and during the course of the ensuing months, staff contacted all of the local high schools and colleges and universities to assist the District in helping to advertise this opportunity to their students.

The General Manager received three (3) applications for the program, and eventually placed a Discovery Bay resident and sophomore from Arizona State University into the position.

Over the course of the summer, the intern provided valuable and substantive research, document preparation, and many other tasks as often arise in a small office environment.

Staff believes that the first year program was very successful, and is hopeful the program can transition from a "pilot" program to an annual summer program.

While staff did have to spend some resources to train and provide guidance, the overall benefit outweighed any time spent providing guidance and direction.

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

February 2, 2011 Action of the Board of Directors

Attachments

February 2, 2011 Board Report

AGENDA ITEM: F-1



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

February 2, 2011

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

Agenda Title

Discovery Bay Work Experience Project/Internship Program

Recommended Action

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

Executive Summary

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

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

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

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

Fiscal Impact:

Amount Requested \$55.00 (Estimated Worker's Compensation Insurance Costs)

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

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

Previous Relevant Board Actions for This Item

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

Attachments

Intern Job Description





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 7, 2011

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

Agenda Title

Temporary Lease of District Facilities to Garaventa Enterprises (DB Disposal)

Recommended Action

That the Board approve the lease agreement between the Town of Discovery Bay Community Services District and Garaventa Enterprises to lease a portion of the site at Wastewater Treatment Plant II for a term beginning December 19, 2011 through February 3, 2012.

Executive Summary

District staff was contacted by DB Disposal about the possibility of leasing a small portion of space at Wastewater Treatment Plant II for deliver, storage and staging for their new three (3) bin disposal collection system (see attached site plan).

DB Disposal will have delivered to the site the new bins and will use the area for staging and delivery of the bins to the community. It is anticipated that the process will last approximately six (6) weeks or less from start to finish.

DB Disposal has agreed to compensate the District for the lease of the site in the amount of \$2,500, plus the cost of delivery and disposal of three (3) large forty (40) yard roll off bins.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Site Map
Lease Agreement

AGENDA ITEM: F-2

PROFESSIONAL SERVICE AGREEMENT
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
Garaventa Enterprises, Inc.

Lease Agreement for Storage of New Waste Containers

This Agreement is made and entered into this ____ day of December, 2011 by and between Garaventa Enterprises, Inc., a California corporation (hereinafter "Garaventa") and the Town of Discovery Bay, A Community Services District (hereinafter "DISTRICT") and Garaventa shall collectively be referred to herein as the "Parties".

RECITALS

WHEREAS, DISTRICT is the owner of certain real property located in the Town of Discovery Bay, County of Contra Costa, State of California, more commonly known as the Town of Discovery Bay, (hereinafter the "Property").

WHEREAS, Garaventa desires to lease a portion of the Property set forth and identified in Exhibit "A" which is incorporated by this reference as if set forth at length from DISTRICT for storage of new waste containers (hereinafter the "Premises")

Now, THEREFORE, in consideration of the undertakings expressed in this Agreement and other good and valuable consideration, the receipt of which is hereby acknowledged, DISTRICT and Garaventa agree as follows:

1. **Term.** DISTRICT hereby leases the Premises for a term of forty seven (47) days beginning December 19, 2011 and ending February 3, 2012 (hereinafter the "Lease Term").
2. **Rent.** Garaventa agrees to pay rent of \$1500.00 for the Lease Term payable in advance upon execution of this Agreement. Garaventa shall also provide to DISTRICT three (3) forty (40) yard debris boxes at no cost or expense to DISTRICT.
3. **Use.** Garaventa covenants and agrees to use the Premises exclusively for the storage of new waste containers owned by Garaventa and for no other use with express written authorization from DISTRICT.
4. **No Representations.** DISTRICT makes no representations as to any conditions at the Premises, and Garaventa shall rely solely on its own inspection, examination and investigation of the Premises, and all local and general conditions that may affect Garaventa's lease of the Premises.
5. **Responsibility for loss.** DISTRICT is not responsible for any loss or damage due to fire, theft, water, wind or any cause whatsoever to the personal property of Garaventa stored at the Premises. DISTRICT is not required to carry any insurance to cover the storage of personal property by Garaventa at the Premises. Garaventa, at its own expense, shall obtain its own insurance, if any, for its personal property stored at the Premises.
6. **Insurance.** Garaventa shall, at all times during the Lease Term maintain the insurance requirements set out in detail in Exhibit "B" which is incorporated herein by this reference as if set forth at length.

7. Indemnity. Garaventa covenants and agrees to defend and, protect and indemnify and hold harmless DISTRICT and its officers, employees and agents from and against any claim, demand, expense, loss of liability arising directly or indirectly out of the lease of the Premises and/or performance or lack of performance of this Agreement by Garaventa, or its affiliated companies, officers, employees, agents or contractors, including without limitation the reasonable attorneys' fees and other expenses of defending any such claim, demand, expense, loss or liability arising from injuries or deaths of persons and damage to property, except such loss as may be caused by the sole negligence or willful misconduct of DISTRICT.
8. Independent Company. The Parties intend that their relationship be one of separate and distinct entities. Nothing contained in this Agreement or otherwise shall be construed so as to create a partnership between or joint venture by DISTRICT and Garaventa or constitute either an agent or employee of the other. Garaventa shall not represent itself to be an agent or employee of DISTRICT and has no authority, express or implied, to act on behalf of DISTRICT or to bind DISTRICT to any obligation whatsoever. Garaventa and DISTRICT shall be responsible for the safety of its respective employees, contractors, subcontractors and agents.
9. Notices. Any notice required or permitted under this Agreement shall be in writing and shall be given by personal service or by first class mail or certified mail, return receipt requested and shall be deemed to have been given when personal service occurs or three (3) days after posted by first class mail addressed as appropriate either to Garaventa at: Joseph Garaventa, chief executive officer, Garaventa Enterprises, Inc., 4080 Mallard Drive, Concord, CA 94520, or to DISTRICT at: Rick Howard, Town of Discovery Bay, 1800 Willow Lake Road, Discovery Bay, CA 94505-9376.
10. Miscellaneous.
- (a) Entire Agreement. This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the entire Agreement of the Parties concerning its subject matter. The Previous Agreement and any other prior or contemporaneous agreements among the Parties, whether written or oral, are hereby terminated and shall no longer be of any further force or effect. This Agreement cannot be amended, modified, waived, rescinded or terminated orally, but only by an instrument in writing, signed by the Parties to this Agreement.
- (b) Cooperation. The Parties agree to meet and confer in good faith if amendments or modifications are proposed, and to cooperate reasonably and in good faith in the implementation of the Agreement.
- (c) Severability. In the event any provision of this Agreement is found to be unenforceable by any court or other body having jurisdiction thereof, the invalidation of any such term, condition, section, or paragraph, shall not affect the validity or enforceability of the remaining provisions, and each such provision shall remain in full force and effect.
- (d) Governing Law; Jurisdiction. This Agreement is made in accordance with, and shall be governed by and construed in accordance with, the laws of the state of California as they are interpreted and applied to persons resident in and transactions wholly occurring in the state of California. Any litigation concerning this Agreement shall be brought and maintained exclusively in the courts of the state of California in Contra Costa County and, to the extent such courts lack jurisdiction, the federal district court whose district includes Contra Costa County.

- (e) Assignment. This Agreement may not be assigned in whole or in part by Garaventa without the prior written consent of DISTRICT.
- (f) Construction of Agreement. This Agreement is the product of negotiation and preparation by and among each Party hereto and their respective authorized representatives and attorneys. Accordingly, all Parties hereto acknowledge and agree that this Agreement shall not be deemed prepared or drafted by one Party or another, or the attorneys for on Party or another, and shall be construed accordingly
- (g) Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party of whom he or she purports to sign.
- (h) Binding Effect. This Agreement shall be binding and inure to the benefit of the Parties hereto and their respective successors, members and assigns.
- (i) Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute the same document.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed in duplicate as of the date and year first above written.

"District"
Town of Discovery Bay CSD

"Consultant"
Garaventa Enterprises, Inc. A California Corporation

By: _____
Richard J. Howard, General Manager

By: _____
Joseph Garaventa, Chief Executive Officer

Date: _____, 2011

Date: _____, 2011



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 7, 2011

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

Recommended Action

Approve and Accept completion of the Cornell Park Play Area Renovation, Phase I project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors awarded the construction of the Cornell Park Play Area Renovation Project June 1, 2011, for a total bid amount of \$58,600. Change Order 001 for required ADA upgrades in the amount of \$27,450 was approved by the Board on July 20, 2011. Final retention billing is in the amount of \$8,605 and shall be released to the Contractor thirty-five (35) days after the filing of the Notice of Completion.

The project generally consisted of all site work prior to play equipment installation, including but was not limited to; demolition, removals, earthwork, concrete curbs/pedestrian walkway installation, drainage improvements and seat wall construction.

Staff has determined that the work performed has been completed pursuant to all contract documents and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention and performance bonds and recordation of the Notice of Completion.

Fiscal Impact:

Amount Requested: \$8,605.00

Sufficient Budgeted Funds Available: Yes

Fund # 4834/4789 **Category:** Capital

Previous Relevant Board Actions for This Item

Approval & award of Contract for Cornell Park Play Area Renovation (Ph. I) to James Breneman – June 1, 2011

Approval of Change Order Request 001 for Cornell Park Play Area Renovation (Ph. I) – July 20, 2011

Attachments

Notice of Completion

AGENDA ITEM: F-3

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on November 3, 2011.

6. The name of the contractor for such work of improvement is James Breneman.

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Cornell Park, 505 Discovery Bay Boulevard
Discovery Bay, CA 94505
Cornell Park Play Area Renovation -- PHASE I

8. The work of improvement consists generally of:
- A. Site work construction for play area renovation; including: demolition, removals, earthwork, grading, concrete curbs/pedestrian walkway, drainage and installation of a seat wall.

RICHARD J. HOWARD, GENERAL MANAGER
 FOR TOWN OF DISCOVERY BAY
 COMMUNITY SERVICES DISTRICT

State of California)
)
 County of Contra Costa)

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

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

WITNESS my hand and official seal.

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # G

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # I

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # J



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE COMMUNITY CENTER COMMITTEE OF THE TOWN OF DISCOVERY BAY CSD

October 18, 2011

REGULAR MEETING 3:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

Community Center Committee Members

Ray Tetreault, Chair; Chris Steele, Vice Chair; Bob Abbadie, Sean O'Toole, Jim Mattison

REGULAR MEETING 3:00 P.M.

A. ROLL CALL

The business meeting was called to order 3:03 p.m. by Chairman Tetreault and all members were present with the exception of Committee member Sean O'Toole

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

Resident Don Flint addressed the Committee requesting that the Committee meeting be recorded.

C. APPROVE MINUTES

1. Minutes of previous Community Center meeting dated September 22, 2011

Motion by - Member Abbadie and second by Member Mattison, the minutes of the September 22, 2011 Community Center Committee meeting. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 - Member O'Toole.

D. UPDATE ON COMMUNITY NEEDS SURVEY

1. Update on the Community Center Survey, with final survey results

General Manager Howard presented the final survey results of the Community Center survey to the Committee and public. The survey results were also distributed and posted to the Town's Website at www.todb.ca.gov

Based upon the survey results, the preferred location for a future Community Center is location #1 (Discovery Bay Boulevard and Willow Lake Road/Sand Point Road). The second preferred survey location is #4 (behind the US Post Office on Bixler Road). On a consensus vote; all Committee members identified these two (2) sites as the preferred location(s) for a future Community Center site.

E. Discussion and Q & A with Catherine Kutsuris Director, Department of Conservation and Development, Contra Costa County

Catherine Kutsuris, Director, Department of Conservation and Development, Contra Costa County provided a presentation to the committee regarding the County's role in the Community Center Project. Ms. Kutsuris indicated that the parties to any agreement include the County, the Town of Discovery Bay, and the Hofmann Companies. Items discussed included the twelve (12) lots, the development agreement requirements (including financial and land donation requirements) between Hofmann, the County and the original Discovery Bay MAC.

The discussion continued between the Committee, the public, and Ms. Kutsuris.



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING OF
THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday October 19, 2011
REGULAR MEETING 5:30 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

REGULAR MEETING 5:30 P.M.

A. ROLL CALL

The meeting was called to order at 5:31 p.m. by Board President Graves. All Committee Members were present with the exception of Committee Member Dove.

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

There were no Public Comments

C. APPROVE MINUTES

1. Minutes of previous Communications meeting dated September 21, 2011

Motion made – by Committee Member Steele, Second by Committee Member Middleton, the minutes were approved from the September 21, 2011 Communications Committee Meeting. The motion carried by the following vote: AYES: 3 – Chair Graves, Vice-Chair Steele, and Member Middleton, NOES: 0, ABSENT: 1 – Member Dove, ABSTAIN: 1 - Mixon

D. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

1. Update on Town of Discovery Bay CSD Website

General Manager Howard indicated that staff was presently in the process of working with web engineers to make improvements to the Town's website.

2. Update on Electronic Message Signage Options

General Manager Howard provided some options for consideration relative to a community message board. The committee asked about pricing for a variety of different types of signs. The General Manager will report that the cost for two (2) different signs presented is very minimal. The Committee directed staff to include a message sign to be located at the Northwest corner of Highway 4 and Bixler Road in the final set of committee recommendations that will be presented to the Board.

3. Update on Newsletter

General Manager Howard updated the Committee on efforts between Committee Members Dove, Middleton and the General Manager. It was the direction to include a biennial four (4) page newsletter as a part of the Committee's final recommendations to the Board.

4. Redefine Purpose of Committee

The General Manager, Committee and public participated in this discussion. Pat Richardson suggested that the purpose should be to "Draw the Community Together." The committee concurred with this observation. William Richardson also commented on apathy in general.

NOV 09 2011

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

JOINT EXERCISE OF POWERS AGENCY

MINUTES
October 13, 2011

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 7:09 P.M.

ROLL CALL

PRESENT: Brian Kalinowski (Antioch), Mary Piepho (Contra Costa County Board of Supervisors), Robert Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

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

Program Manager Dale Dennis advised that after the agenda had been posted for the current meeting, an item had come to his attention that required immediate action. The item involved potential litigation by the Authority against two property owners relating to loan encumbrances against a parcel that the property owners conveyed to the Authority. The property owners had just notified the Authority not to contact them anymore. He reported that the matter required immediate action to enable the Authority to transfer clear title to the parcel to the State in a timely manner, as required for the transfer of the Bypass, and to avoid a potential delay to the transfer. As a result, he recommended that the Board:

- (1) Determine that there is a need to take immediate action and that the need for action came to the Authority's attention subsequent to the agenda being posted; and
- (2) Add the following item to the agenda and take action as appropriate.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c): One potential case.

On motion by Director Piepho, seconded by Director Taylor, the Authority unanimously added the Closed Session item to the end of the agenda.

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Kalinowski, seconded by Director Taylor, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED Minutes of August 11 and September 8, 2011 meetings.
- B. APPROVED amendment to Consulting Services Agreement with Gray Bowen and Company in the amount of \$50,000, for a revised not-to-exceed amount of \$420,000, to assist Authority staff to complete the acceptance and transfer of the State Route 4 Bypass to Caltrans, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

DETERMINATION ITEMS

- A. APPROVE a Memorandum of Understanding (MOU) between the SR4 Bypass Authority (SR4BA) and the Contra Costa Transportation Authority (CCTA) to provide for the project management, environmental clearance, utility relocation, design, and construction of the SR4 Bypass/Sand Creek Interchange and 4-Lane Widening project and the SR4/SR160 Connector Ramps project and for the apportionment of the respective project duties between SR4BA and CCTA, and AUTHORIZE the Secretary or designee to sign the MOU on behalf of the Authority, substantially in the form attached to the staff report dated October 13, 2011.

Steve Kowalewski, Deputy Public Works Director, stated that at the July 14, 2011 meeting of the SR4 Bypass Board of Directors, staff had presented an item to discuss the future management structure brought on by the impending transfer of the SR4 Bypass to the State of California. Noting that several options had been discussed at that meeting, he stated that the focus was that the CCTA would assume the project management duties. The Board had directed staff to initiate discussion with the CCTA to focus on project management for the Sand Creek Interchange and 4-Lane Widening, and the SR4/SR160 Connector Ramps projects. After several meetings, he reported that an agreement had been reached on roles and responsibilities, which were shown in the MOU included in the Board packet.

Mr. Kowalewski referred to a revised copy of the MOU that had been handed out, which included comments from Legal Counsel and asked the Board to approve the MOU, in concept, with staff to continue to work with the CCTA to finalize the MOU and to return the MOU to the Board for approval.

On motion by Director Kalinowski, seconded by Director Piepho, the Authority unanimously APPROVED a Memorandum of Understanding (MOU), in concept, between the SR4 Bypass Authority (SR4BA) and the Contra Costa Transportation Authority (CCTA) to provide for the project management, environmental clearance, utility relocation, design, and construction of the SR4 Bypass/Sand Creek Interchange and 4-Lane Widening project and the SR4/SR160 Connector Ramps project and for the apportionment of the respective project duties between SR4BA and CCTA, with the understanding that the Final MOU would come back to the Board for approval.

B. RECEIVE Status Report on the State Route 4 Bypass Projects

Mr. Dennis reported that besides the ongoing punch list and East Bay Municipal Utility District (EBMUD) activity on the Bypass, the major effort was the transfer and relinquishment of the Bypass to Caltrans. He advised that Bill Gray had taken the lead to assist in completing the transfer process and was working to facilitate the item through Caltrans district and headquarter levels.

Bill Gray, Gray Bowen, Transportation Consulting, advised of the continuing work with Caltrans and the few issues remaining from a list of action items primarily related to hazardous waste. A meeting on October 17 was intended to finalize the list of what needed to be done, who would do it, and the timeline. The December meeting of the California Transportation Commission (CTC) was still being targeted from a schedule standpoint, although he noted that a January meeting would be preferable since the Cooperative Agreement would need to be signed in advance of the CTC meeting. He did not recommend signing the Cooperative Agreement until the availability of the \$33 million in funding was known, which was scheduled for the December CTC meeting. He referred to contingency language that could be added to the Cooperative Agreement if acceptable to Caltrans, which was to be discussed on October 17, and noted that a full packet would be submitted to the CTC.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

Chair Frazier adjourned into closed session at 7:20 P.M.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9(c): One potential case.

Chair Frazier reconvened from closed session at 7:34 P.M.

Legal Counsel Schmidt reported that by unanimous vote in closed session with Directors Frazier, Kalinowski, Piepho, and Taylor, the Board voted to initiate litigation and will disclose the specifics on inquiry once the litigation has been formally commenced.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 7:35 P.M. to the next meeting scheduled for Thursday, November 10, 2011.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



TownOfDiscoveryBay CSD
Received
NOV 16 2011

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

COMMITTEES

Internal Operations Committee, Chair

Transportation, Water and
Infrastructure Committee, Chair

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

Sacramento-San Joaquin Delta
Conservancy, Chair

Airport Committee, Vice Chair

Delta Counties Coalition

Delta Protection Commission

Central Contra Costa
Solid Waste Authority

East Bay Economic
Development Alliance

Tri-Valley Transportation Committee

Dougherty Valley Oversight Committee

Doctors Medical Center Management
Authority Governing Board, Joint
Powers Authority

City-County Relations Committee

SERVING AS ALTERNATE

Local Agency Formation Commission

Contra Costa Transportation Authority

Association of Bay Area Governments

East Contra Costa Regional Fee and
Finance Authority

East County Water
Management Association

eBART Partnership Policy
Advisory Committee

East Contra Costa County Habitat
Conservation Plan, Executive
Governing Board

Mental Health Commission

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

South West Area Transportation

TRANSPAC, Central County
Transportation Partnership and
Cooperation

TRANSPAN, East County
Transportation Planning

November 10, 2011

Re: Save the Date - Vasco Road Ribbon-Cutting

Dear Friends,

Please join us for our Vasco Road Ribbon-Cutting ceremony on Wednesday, December 7, 2011 beginning at 9:30 a.m.

The Vasco Road Safety Improvement Project Phase One Ribbon-Cutting ceremony will be held at the project site located off Vasco Road, please see the enclosed map.

We are very excited that Phase One of the Vasco Safety Improvement Project has progressed so well and is on time, on budget and is expected to be complete before the end of the year.

The project included road widening, construction of drainage culverts, a passing lane in the southbound direction and *created the first solid divided concrete barrier on the Contra Costa portion of Vasco Road*, the most heavily impacted accident area.

I hope you are able to join us to celebrate the completion of this major Vasco Road Safety Improvement Project. Please contact my office at (925) 240-7260 to R.S.V.P. as there may be a change in the ceremony's location due to possible inclement weather. *If so we will inform all of those on the R.S.V.P. list of an alternate ceremony location.*

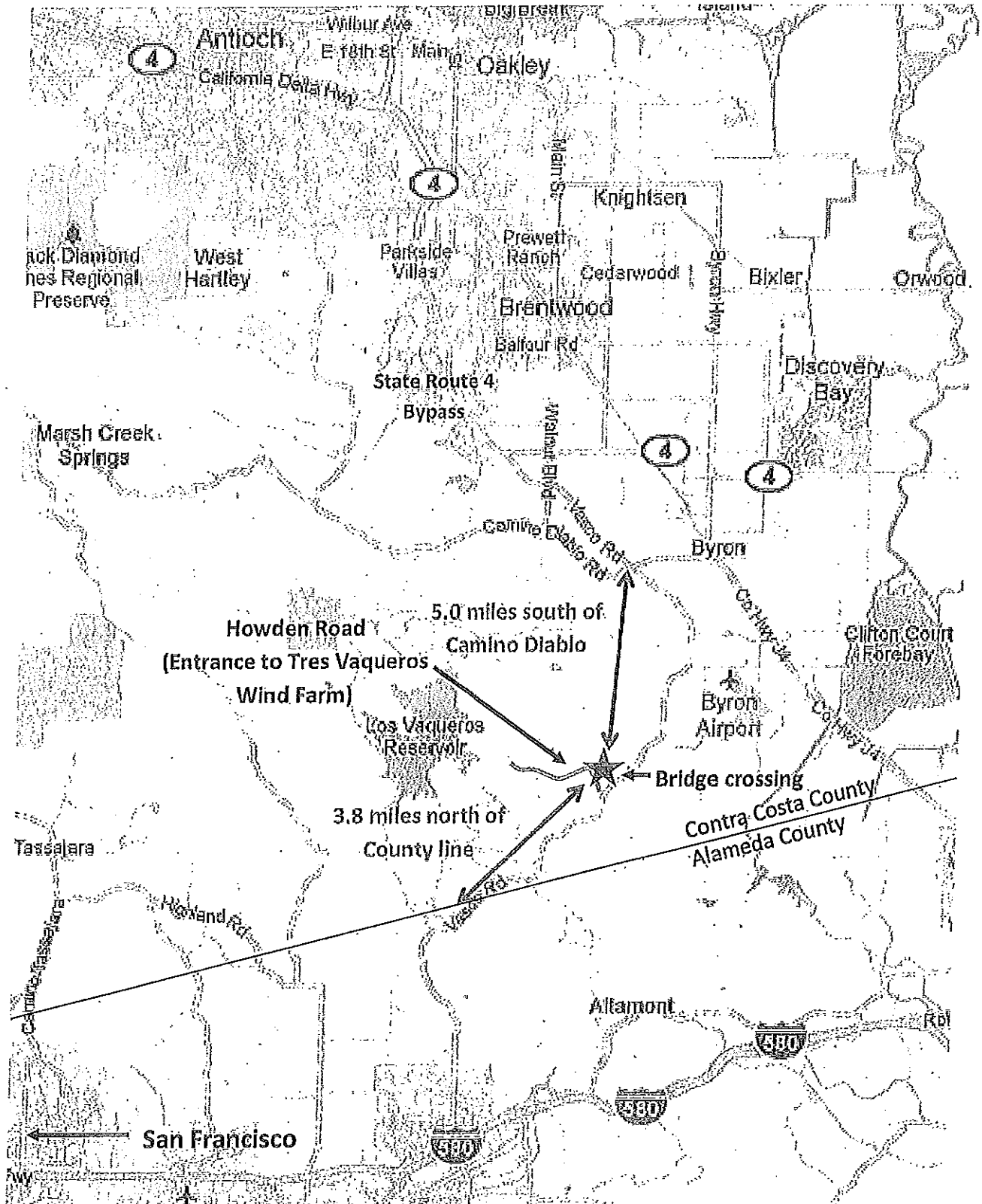
Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

MNP: kc

Vasco Road Safety Improvements Project

Ribbon Cutting Ceremony



FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
September 8, 2011**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 10:05 a.m. at the Byron Airport's Office.

PRESENT: Mike Bruno, CCC Airports Business Association
David Dolter, At Large 1
David Pfeiffer, District V
Rich Spatz, Secretary, At Large 2
Tom Weber, Chair, District IV
Derek Mims, City of Pleasant Hill
Rudi Raab, District I

ABSENT: Janet Kaiser, Diablo Valley College
Geoffrey Logan, Vice Chairperson, District III
Keith McMahan, City of Concord
Russell Roe, District II

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

**OPENING COMMENTS
BY CHAIR:** Tom Weber and Geoff Logan attended the Mariposa groundbreaking event yesterday.

**PUBLIC COMMENT
PERIOD:** Bob Taylor, Mayor of Brentwood, stated that the State Route 239 is important for the region. Expansion of the Airport is also important for the economic development of the area. There is a local focus on people and goods movement improvements.

Kevin Graves of Discovery Bay stated that there are a lot of pilots and citizens that support Byron Airport in Discovery Bay and that the Airport offers potential for growth.

**APPROVAL OF
MINUTES:**

July minutes were approved. **Moved by Derek Mims; seconded by Rich Spatz. Approved unanimously with a minor change on page 1.**

**APPROVAL OF
CONSENT ITEMS:**

Consent items were approved. **Moved by Derek Mims; seconded by Geoff Logan. Approved unanimously.**

PRESENTATION/SPECIAL REPORTS:

a. Part 139 Certificate Update

Keith gave an overview of new information

- Members asked for a copy of the presentation to be attached to next packet
- Airport staff will defer consideration of surrendering certificate to the Airport Committee until new information is known.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Whispertrack

- None of the members had heard of Whispertrack
- Must have more than noise abatement procedures to make it a viable tool.
- Other marketing information already available from other websites (Garmin included)
- Members will review the Whispertrack website and get back to staff regarding the usefulness of the program.

c. Land Use – Parcels in Concord

Airport staff gave a brief overview of the Concord land use designation changes.

d. Byron Airport and Buchanan Field Budget Overview

Keith gave a brief overview of the final 2010/11 Fiscal Year Budget.

- Byron Airport staff will be changing to lower costs without reducing services.
- Buchanan Airport was awarded a \$3.28 million dollar grant from the Federal Aviation Administration for Runway 01L/19\$ overlay in 2012.
 - Local share will be up to 10%.
 - CalTrans may be able to offset some of the local obligation.
- Runway project has already been bid.
 - Public Works Department will take to the Board of Supervisors for approval to award this month.
 - Construction will likely happen in June/July 2012.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

The Airport Committee has not met and September's meeting has been cancelled.

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

- A Thermo Man demonstration will be taking place on the transient ramp behind the Crowne Plaza Hotel.

c. Update from Airport Business Association

Mike Bruno reported that July and August were the slowest months he has seen in aviation. There were some good fuel days; which is good as it means people are flying.

d. AAC Announcements

- Tom Weber reported that Geoff Logan and Dave Dolter's positions are due to expire in 2012 and he would like to get the solicitation process started.
- Next meeting in October will be at Buchanan Field.

e. Airport Staff Announcements

Airport staff gave a quick review of the State Route 239 kick off process.

FUTURE AGENDA ITEMS

- Tenant Recognition Event
- Runway Project information/update

ADJOURNMENT: The meeting was adjourned by the Chair at 11:33 a.m.



TownOfDiscoveryBayUSD
Received

DEC 02 2011

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday November 7, 2011 – 6:30 P.M.

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

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

**6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters:
(6:03 P.M.)**

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

RECONVENE TO OPEN SESSION – (6:37 P.M.) 3231 Main Street, Oakley

President Romick reported that during the closed sessions, the Board gave direction to Staff.

CALL TO ORDER– (6:37 P.M.) By President Romick

PLEDGE OF ALLEGIANCE– (6:37 P.M.) Led by Chief Henderson

ROLL CALL- (6:38 P.M.) Directors Present: Barr, Romick, Bryant, Frazier, Kenny, Morgan,
Stonebarger
Directors Absent: Anderson, Brockman

November 7, 2011 Minutes

Page 1 of 3

AGENDA ITEM – L-4

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS- (6:40 P.M.)

- A.1** Administration of Oath of Office for new Board Director – Brian Helmick, Battalion Chief of East Contra Costa Fire Protection District administered the Oath of Office to Director Morgan.

PRESENTATIONS- (6:42 P.M.)

- P.1** Citizen Commendations with the fire on August 4, 2011 - Chief Henderson & President Romick presented Citizen Commendations awarded to Darrin Birk, Jacob Burton & Robert Cook.
- P.2** Firefighter of the Year and Chief Officer of the Year Awards - Chief Henderson & President Romick presented Firefighter of the Year awarded to Captain Craig Auzenne & Chief Officer of the Year awarded to Battalion Chief Jake Gonzalez.
- P.3** Retirement of Paid on Call Assistant Chief Magdaleno "Maggie" Fajardo with 44 years of service.- Chief Henderson & President Romick presented a plaque to Magdaleno Fajardo for 44 years of service.

PUBLIC COMMENTS- (6:52 P.M.)

NONE

CONSENT CALENDAR - (6:52 P.M.)

- C. 1** Approve minutes from October 3,, 2011, Regular Board of Directors Meeting.
C. 2 Approve meeting dates for 2012 Regular Board of Directors Meeting

Motion by: Director Romick to approve Consent Calendar Items; C1 & C2

Second by: Director Barr

Vote: Motion carried 5:0

Ayes: Barr, Bryant, Frazier, Kenny, Morgan

Abstained: Romick, Stonebarger

Absent: Anderson, Brockman

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS- (6:54 P.M.)

- D.1** Receive Update on the Parcel Tax and Public Outreach - Staff provided information to the status of outreach planning and reviewed the draft mailer concerning the District's fiscal situation. The board made comments on the mailer and gave direction to staff.

There were 2 Public Speakers.

INFORMATIONAL STAFF REPORTS- (7:03 P.M.)

1. Service calls for October 2011 - Chief Henderson provided a report.

DIRECTORS' COMMENTS- (7:05 P.M.)

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

NONE

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: December 5, 2011 by President Romick. - (7:06 P.M.)