



TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD**
Wednesday May 18, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

1. Call business meeting to order 7:00p.m.
2. Pledge of Allegiance
3. Report on Closed Session dated Tuesday, May 10, 2011

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

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

C. PRESENTATIONS

D. CHAIR REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Minutes of previous Special and Regular Meeting dated May 4, 2011
2. Minutes of previous Special Meeting dated May 10, 2011
3. District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Consider extending to September 30, 2011 the date to complete final recommendations of the Communications Committee
2. Authorize Water and Wastewater Rate Studies for the periods FY 2011/12 through FY 2012/13 with Hornberger Engineering in an amount not to exceed \$15,000.00.
3. Purchase of Cornell Park Playground Equipment

G. VEOLIA REPORT

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT

1. Water and Wastewater Master Plan Status Update
2. TODB Internship
3. Report on progress of DRAFT FY2011/12 Operating and Capital Improvement Program Budgets

J. DISTRICT LEGAL COUNSEL REPORT

K. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee Meeting Minutes dated March 8, 2011
2. R – Transplan Committee Meeting Minutes dated April 14, 2011
3. R – Letter from Supervisor Piepho to Sheriff David O. Livingston for the attendance and presentation at the Discovery Bay P-6 Zone Citizen Advisory Committee Meeting dated April 28, 2011
4. S – Letter to Joan Buchanan, Assemblymember regarding support for the Delta Water Bays and the Ecosystem dated May 11, 2011
5. Town of Discovery Bay CSD Budget Review Committee Minutes dated May 4, 2011
6. Town of Discovery Bay CSD Budget Review Committee Minutes dated May 11, 2011

L. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – Discovery Bay CSD Practices and Procedures re: audio files – Dated May 5, 2011
2. Request from Don Flint – Wastewater and Water Master Plans – Dated May 9, 2011

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

Adjourn to next regular meeting of June 1, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE SPECIAL MEETING
AND REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday May 4, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING at 6:30p.m.

President Graves – I would like to call the Special Closed Session Meeting to order and before we move into the Closed Session I would like to ask if there are any comments from the public with regards to the Agenized items.

Resident Richardson – Would like to know if there was going to be an announcement of the Open session and what the general items are for the Closed Session.

Legal Counsel Schroeder – The items are outlined on the Agenda and yes there will be a disclosure made on the Closed Session.

Legal Counsel Schroeder – Pursuant to Government Code Section 94957.7 The Board is moving into Closed Session regarding action item A-1.

A. CLOSED SESSION: Disclosure Re: Closed Session Pursuant to Government Code Section 94957.7

1. CONFERENCE WITH LABOR NEGOTIATOR Government Code section 54957.6

Agency Designated Representative: Richard J. Howard, General Manager
Unrepresented Employees: All

B. Return to open session; report on closed session

Legal Counsel Schroeder – This is the report out of the Closed Session regarding the Special Meeting Closed Session item. The Board is reconvening back into Open session regarding Closed Session Item A-1. All five (5) Board Members were present during the duration of the Closed Session and there is no reportable action.

C. Adjourn Special Meeting

The meeting was adjourned at 7:12p.m.

REGULAR MEETING AT 7:00P.M.

A. ROLL CALL

The meeting was called to order at 7:13p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

1. Report on Closed Session

Legal Counsel Schroeder – The Board met at 6:30p.m. in regards to Closed Session item A-1 on the Agenda for the Special Meeting. All five (5) Board Members were present for the duration of the Closed Session and there is no reportable action.

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

Resident Grant – Would like to comment on adding a Dog Park. There is a type of Dog Park that would be good for Discovery Bay and that is a Subscription Park, where it is a key system and you pay per month to use the dog park.

C. PRESENTATION

Contra Costa County Animal Control – Director Glenn Howell

Director Howell – Provided a general overview of Animal Services and what those services are.

There was a discussion between the Public, Animal Services, and the Board on the services Animal Control provides, along with the possibilities of building a Dog Park in Discovery Bay.

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Lieutenant Burton – Pointed out the incidents in the monthly report. Lieutenant Burton reiterated the importance of locking your doors and also pointed out that requesting a signature for any type of delivery will help in avoiding stolen packages.

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT – No Report

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT

Chief Henderson – Provided the Incident Summary Report and explained the report in detail. The East Contra Costa Fire Protection District Board met on May 2, 2011 and discussed the Benefit Assessment Report/Engineer's Report. The report was brought back to the Board and after review the report was not accepted. The ECCFPD good news is John Jewell has filled the position of the ninth Board Member.

There was discussion between the Public, the ECCFPD, and the Board.

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided information on Supervisor Piepho testifying on April 11, 2011 at a Congressional Hearing in Fresno on the effort to counteract the ongoing attempt to erode the Federal and State protections on the Delta. Also, the Department of Boating and Waterways are working on the treatment of the Egeria Densa. If there are any concerns regarding the treatment, contact the Department of Boating and Waterways directly. Karyn also provided information regarding the purchase of property on Technology Lane in Brentwood for the future development of an East County Government Center. Provided an update on the work on Highway 4, and provided a reminder of the upcoming Household Hazardous Waste Event.

6. UPDATE ON PROJECTS WITHIN DISCOVERY BAY PROVIDED BY THE DEPARTMENT OF CONSERVATION AND DEVELOPMENT

John Osborne - Provided an update on the different projects within Discovery Bay which include Pantages Bays, Newport Pointe, and The Village at Discovery Bay.

There was a discussion on the different projects in Discovery Bay between, John Osborne, the Board, and the Public.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

General Manager Howard – Attended a Code Enforcement Meeting and provided a notice for the enforcement of Boats, Trailers, and Basketball Hoops.

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. Minutes of the previous Regular meeting dated April 20, 2011

2. District Invoices

3. District Financials

4. Approve and Accept the contract work performed by Green Valley Group, Inc. dba Green Valley Landscape for the construction and completion of the Willow Lake Road Ph. I Landscape Improvement project and direct Staff to record "Notice of Completion".

5. District Engineer Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering

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

G. NEW BUSINESS AND ACTION ITEMS

1. **Approve and Adopt Resolution 2011-10, Direction to HERWIT Engineering to prepare 2011-2012 annual assessment report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9**

General Manager Howard – Provided details on the need for the Resolution For the project.

Motion made – by Director Simon to Approve and Adopt Resolution 2011-10 and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

2. **Roof Replacement Project at 1800 Willow Lake Road**

General Manager Howard – Provided details on the Request for Proposal process for the replacement of the roof for the Town of Discovery Bay CSD Office. E&G Roofing was the lowest responsible bidder; also the company provided a more efficient method to do the replacement.

Motion made – by Director Tetreault to accept E&G Roofing proposal not to exceed \$15,000 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

3. **Adoption of Resolution 2011-11 establishing an administrative fee schedule for water related services**

General Manager Howard – Provided details on this item and explained that there have not been any charges for such things as returned checks, late charges, or turning water on or off.

Motion made – by Director Simon to adopt Resolution 2011-11 establishing the administrative fee schedule for water related services and seconded by Vice President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

4. **Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 25, 2011 and June 26, 2011**

General Manager Howard – Provided details on this item and explained the conditions for the Great American Campout which is listed on the documentation within the packet.

Legal Counsel – Updated the waiver to add an additional waiver for adult participants.

Resident Dove – Introduced Karen Rarey from REI who is working with Amanda Dove on the Great American Campout. Karen provided details on the Great American Campout project and pointed out that REI is offering equipment to those who are not financially able to pay, so the participants can enjoy the Campout

Motion made – by Director Simon to approve the Overnight camping request and fee waiver for "Great American Campout event at Cornell Park on June 25, 2011 and June 26, 2011 and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

H. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Tetreault – Provided his report and stated that he attended the April 20, 2011 Budget Meeting and provided the details of the meeting.

President Graves – Provided his report and stated that he attended the April 14, 2011 Aviation Advisory Meeting and provided the details of the meeting.

President Graves – Provided his report and stated that he attended the May 2, 2011 East Contra Costa Fire Protection District Meeting and provided the details of the meeting.

I. MANAGERS REPORT

Cherry Hills Sewer Replacement Project Status Update

Water and Wastewater Manager Koehne – Provided an update on the Cherry Hills Sewer Replacement Project.

J. GENERAL MANAGER'S REPORT

Report on Willow Lake Rd Sanitary Sewer Overflow

General Manager Howard – The Town of Discovery Bay CSD now accepts credit card payments and the Website is up and running. General Manager Howard attended the CSDA Legislative Days in Sacramento. General Manager Howard stated Assembly member Joan Buchanan was in attendance and he expressed to her the gratitude of the Town of Discovery Bay CSD for her efforts towards the Egeria Densa situation. Regarding the Willow Lake situation on Saturday, April 23, 2011 a resident noticed that there was bubbling liquid coming out of one of the manholes, and the blockage was possibly due to grease. The liquid had cleared and only a small amount had emptied into the storm drain. Veolia Manager Gerald Smart added that the Contra Costa Health Department stated what the levels are typically and the levels that Veolia had were well below that, therefore what may have emptied into the storm drain did not make it to the Lake area, and as a result, was contained.

K. DISTRICT LEGAL COUNSEL REPORT

None

President Graves – Read the note from the winner of the Poetry Contest from Jonathan Knittel.

L. CORRESPONDENCE – Discussion and Possible Action

1. Minutes from the Town of Discovery Bay CSD FY 2011-12 Budget Review Committee meeting dated April 12, 2011
2. R – Letter from Supervisor Piepho regarding the recommended actions to the Auditor-Controller report concerning the Keller Canyon Mitigation Funds dated April 6, 2011.

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – All Communication between the Contra Costa County Grand Jury and the DB-CSD from 1/1/2008 through current – Dated April 14, 2011
2. Request from Don Flint – Rick's Weekly Email Updates – Dated April 15, 2011
3. Request from Don Flint – Wastewater and Water Master Plans – Dated April 20, 2011

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 8:39p.m. to the next regular meeting on May 18, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 5.10.11

DRAFT



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Tuesday May 10, 2011
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 5:00 P.M.
Website address: www.todb.ca.gov**

A. ROLL CALL

The meeting was called to order at 5:00 P.M. Roll call was taken and all Directors were present.

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

Resident Richardson – Per what the Brown Act states he would like to know if he can have an explanation on the type of Closed Session with regards to the salaries, salary schedules, or compensation paid in the form of fringe benefits.

Legal Counsel Schroeder – The Board is adjourning into a Closed Session regarding action item C-1. This disclosure is made in accordance with Government Code Section 54957.7

C. CLOSED SESSION - Disclosure Re: Closed Session Pursuant to Government Code Section 54957.7

1. CONFERENCE WITH LABOR NEGOTIATOR Government Code section 54957.6

Agency Designated Representative: Richard J. Howard, General Manager
Unrepresented Employees: All

D. RETURN TO OPEN SESSION: Report on closed session

President Graves – Stated that the meeting is moved back into Open Special Session.

Legal Counsel Schroeder – The Board has reconvened into Open Session from Closed Session regarding action item C-1. All five (5) Board Members were present during the duration of the Closed Session. There is no reportable action.

E. ADJOURNMENT

The meeting was adjourned at 6:22p.m. to the next regular meeting on May 18, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 5.11.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 18, 2011

Prepared By: Terri Degler, Accounts Assistant

Submitted By: Rick Howard, General Manager

Ca Ingleh

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 \$203,612.67

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

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

Previous Relevant Board Actions for This Item

Attachments

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

AGENDA ITEM: E-3

Request for authorization to pay Invoices
 For the Meeting on May 18, 2011
 Town of Discovery Bay GSD
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	7002	Express Employment Inv#99520109-2, dtd 5/4/11 temp: Terri Degler w/e 5/1/11	\$714.06
2	7002	Frank Cramer Expenses for Staff mileage, dtd 4/27/11 April 2011	\$107.10
3	7002	RelliaStar Life ref#JR52 457B for 5/1-5/15/11	\$350.00
	7003	RelliaStar Life ref#JR52 457B for 5/1-5/15/11	\$641.54
		Sub-Total	\$991.54
4	7003	SDRMA Inv#0007901-IN, dtd 5/6/11 Medical for June 2011	\$2,634.80
5	7010	Hervit Engineering Inv#11-04, dtd 5/10/11 Professional service April 1-April 30, 2011	\$4,238.25
6	7010	Stantec Inv#488649, dtd 5/4/11 Professional services for April 2011 DB WWTP Master Plan	\$25,692.86
7	7011	Veolia Water Inv#001003346, dtd 5/10/11 Operation and maintenance for May 2011	\$95,701.17
8	7210	USPS dtd 5/2/11 Renewal permit #15	\$190.00
9	7280	Bay Area Air Quality Inv#2SE08, dtd 4/25/11 Annual permit renewal	\$593.00
10		<u>ACE Hardware Account - Statement closing 4/30/11</u>	
	7300	General Repairs water/sewer	\$22.05
	7630	Site maintenance/landscape	\$34.33
	7690	Maintenance/Fuel	\$43.30
	7952	Misc-Zone reimbursable	\$2.16
		Sub-Total	\$101.84
11	7300-P	American Retrofit Inv#75, dtd 4/19/11 Labor to repair elec controls for Decant LS	\$300.00
12	7300	American Retrofit Inv#76, dtd 4/19/11 Labor to clear floats on Belt press LS	\$100.00
13	7690	American Retrofit Inv#77, dtd 4/19/11 Labor/materials to install new cord/wire on dump trailer	\$150.00
14	7300-P	American Retrofit Inv#78, dtd 4/25/11 Labor to reset GFIC for manhole 3 sump pump	\$150.00
15	7690	American Retrofit Inv#80, dtd 4/25/11 Labor & materials to install solar chrg'ng system	\$495.00
16	7300-P	American Retrofit Inv#81, dtd 4/27/11 Labor pump 3 elec vaults at clarifier 4 wwtp2	\$500.00
17	7300	American Retrofit Inv#82, dtd 4/27/11 Labor to replace contactor for p1	\$200.00
18	7300	American Retrofit Inv#83, dtd 4/27/11 Labor to replace defective overload for wwtp2	\$300.00
19	7300	American Retrofit Inv#85, dtd 4/29/11 Labor rework mole spool wiring	\$350.00
20	7300	American Retrofit Inv#87, dtd 4/29/11 Labor to replace switch for clarifier 4	\$150.00
21	7300	American Retrofit Inv#89, dtd 5/2/11 Labor to reset control system for chamber B	\$100.00
22	7300	American Retrofit Inv#91, dtd 5/5/11 Labor to finish setup of chamber A	\$200.00
23	7300	American Retrofit Inv#92, dtd 5/5/11 Labor to check pressure switch on compressor @ Newport	\$150.00
24	7300	American Retrofit Inv#93, dtd 5/10/11 Labor and materials to locate elec prob in PLC cabinet at L/S/F	\$115.00
25	7300	American Retrofit Inv#94, dtd 5/10/11 Labor for clarifier 4 scum pump control	\$200.00
		Sub-Total	\$3,460.00
26		<u>Capital One Account - Statement 3/15-4/14/11</u>	
	7300	General repairs water/sewer	\$309.49
	7430	Office Supplies	\$513.00
	7520	Wireless	\$188.40
	7550	Telephone	\$663.82
	7685	Tools	\$162.57
	7690	Maintenance/Fuel	\$328.68
	7950	Finance Charge	\$85.89
		Sub-Total	\$2,251.85
27	7300	DC Frost Inv#6014, dtd 4/27/11 Pressure gauge and fuse	\$417.23
28	7300	DC Frost Inv#6028, dtd 5/3/11 Lamp, angle base and quartz sleeve	\$1,196.24
		Sub-Total	\$1,612.47
29	7300	Galco Inv#417991601, dtd 4/28/11 SVC: SVX007A1-4AB1	\$318.58
30	7300	JW Backhoe Inv#1510, dtd 5/3/11 Labor/material pave Windward Pt & Windward Ct.	\$4,538.55
31	7300	JW Backhoe Inv#1511, dtd 5/3/11 Labor/material pave 5440 Beaver LN & Windward Pt & Windward Ct.	\$5,486.01
		Sub-Total	\$10,024.56
		Page 1 Sub-Total	\$148,632.08

Request for authorization to pay Invoices
 For the Meeting on May 18, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code			
32	7300	Lakeside Equipment Inv#11-1323, dtd 4/29/11 Cover plate/split J seal/seal kit	\$2,516.19
33	7300	MCI Engineereing Inv#0061102, dtd 4/25/11 Labor & Materials for Proj#PCO # DBER-5	\$399.92
34	7300	Paul E. Vaz Trucking Inv#12520, dtd 4/28/11 Hauling for Town of DB	\$429.35
35	7300	Paul E. Vaz Trucking Inv#12521, dtd 4/28/11 Hauling for water treatment plant	<u>\$508.31</u>
		Sub-Total	\$937.66
36	7300	Watersavers Irrigation Inv#11054218, dtd 5/11/11 Plumbing parts for new pump at Headworks WW2	\$201.02
37	7320	EnviroTech Inv#67882, dtd 4/22/11 "Go Bags" Emergency kits	\$63.38
38	7330	BCS Inv#SI5865647, dtd 4/27/11 Chemicals	\$1,202.36
39	7330	BCS Inv#SI5865648, dtd 4/27/11 Chemicals	<u>\$1,353.96</u>
		Sub-Total	\$2,556.32
40	7410	Ricoh Inv#412089395, dtd 4/1/11 Contract service April 2011	\$309.79
41	7410	Ricoh Inv#412306115, dtd 4/5/11 Contract service May 2011	<u>\$419.76</u>
		Sub-Total	\$729.55
42	7420	MailFinance Inv#N2441254, dtd 4/18/11 Lease for postage machine for 5/19-6/18/11	\$70.09
43	7420	UPS Inv#000012X417171, dtd 4/30/11 CCC Dept Conserv & Veolla	\$10.76
44	7420	UPS Inv#000012X417181, dtd 4/30/11 CCC Dept Conserv & Veolla	<u>\$14.79</u>
		Sub-Total	\$25.55
45	7430	Office Depot Inv#562843927001, dtd 4/29/11 Office Supples	\$42.20
46	7630	Brut Force Inv#104May2011, dtd 5/2/11 Janitorial services for May 2011	\$110.00
47	7630	Odyssey Landscape Inv#36035737, dtd 4/29/11 Bark Install @ N side of Point of Timber	\$900.00
48	7630	Odyssey Landscape Inv#36035738, dtd 4/29/11 Bark Install @ S side of Point of Timber	<u>\$900.00</u>
		Sub-Total	\$1,800.00
49	7630	Sunstate Inv#4907621-001, dtd 5/5/11 19' Electric Scissor Lift	\$701.38
50	7430	Office Depot Inv#562200596001, dtd 4/25/11 Office supplies	\$29.37
51	7430	Office Depot Inv#562200612001, dtd 4/25/11 Office supplies	\$5.60
52	7430	Office Depot Inv#562843927001, dtd 4/29/11 Office supplies	\$42.20
53	7430	Office Depot Inv#562590565001, dtd 4/28/11 Office supplies	\$194.23
54	7430	Office Depot Inv#563154986001, dtd 5/6/11 Office supplies	\$12.15
55	7430	Office Depot Inv#563155023001, dtd 5/3/11 Office supplies	\$119.16
56	7430	Office Depot Inv#563155024001, dtd 5/3/11 Office supplies	<u>\$13.85</u>
		Sub-Total	\$416.56
57	7520	Verizon Inv#0972303286, dtd 4/26/11 Monthly service for April 2011	\$427.58
58	7665	Denalect Inv#R23972, dtd 5/2/11 1800 Willow Lake Rd.	\$105.00
59	7665	Discovery Locks & More Inv#7267, dtd 5/9/11 Service calls/repair lock at sewer plant /office door	\$207.55
60	7670	Caselle Inv#38187, dtd 4/28/11 Online Payment/Credit Card Interface	\$2,700.00
61	7690	Thornberg Inv#50242, dtd 4/26/11 Check belt press, replaced blown air bag	\$385.00
62	7690	Thornberg Inv#50248, dtd 5/3/11 Check generator Lic#1306775/pulled door of Colorado	<u>\$140.00</u>
		Sub-Total	\$525.00
63	7720	Brian Dawson Expenses for Meetings, dtd 5/4/11 April 2011	\$500.00
64	7720	Kevin Graves Expenses for Meetings and mileage, dtd 5/4/11 April 2011	\$555.08
65	7720	Mark Simon Expense for Meetings, dtd 5/4/11 April 2011	\$500.00
66	7720	Chris Steele Expense for Meetings and mileage, dtd 5/4/11 April 2011	\$535.19
		Page 2 Sub-Total	\$16,625.22

Request for authorization to pay invoices
 For the Meeting on May 18, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
67	7720	Ray Tetreault Expense for Meetings, dtd 5/4/11 April 2011	\$600.00
68	7952	Brentwood Tire Co. Inv#21935, dtd 5/11/11 Install speed sensor for 1999 Chev Pickup ***to be reimbursed from Zone#8	\$602.26
69	7952	Petty Cash, dtd 4/20/11 Tiles to sell for Cornell Park ***to be reimbursed from Zone #9	\$300.00
70	7952	Petty Cash, dtd 4/27/11 Supples for Ravenswood Grand opening ***to be reimburse from Zone #9	\$200.00
Sub-Total			\$500.00
71	7952	PMT Pest Control Inv#408, dtd 4/28/11 DB Blvd entry, written recommendations & March/April service ***to be reimbursed from Zone#8	\$1,465.00
72	0910-014	Yusen Logistlcs Inv#6984740-1, dtd 4/28/11 Water meter Program/Litlum Batteries	<u>\$300.00</u>
Page 3 Sub-Total			\$3,467.26
Page 1 Sub-Total			\$148,632.08
Page 2 Sub-Total			<u>\$16,625.22</u>
TODB TOTAL...			\$168,724.56
<u>Caselle Utility Account</u>			
1	7951	Refund of Overpayment Acct# 1-011-331-023-9.02	\$12.05
2	7951	Refund of Overpayment Acct# 1-011-550-015-9.01	\$4.02
3	7951	Refund of Overpayment Acct# 1-011-331-014-8.01	<u>\$13.54</u>
CASELLE UTILITY TOTAL...			\$29.61
GRAND TOTAL...			\$168,754.17

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	75.00% Mar 11 Month to Date Expenses	83.33% Apr 11 Month to Date Expenses	91.67% May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 05/13/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7001	Contract Services												
7002	General Manager	\$103,719	102%	\$130,000	\$55,364	\$33,116	\$33,116					\$99,215	76%
	District Staff	\$388,678	176%	\$270,000	\$223,691	\$863	\$122,637	\$684		\$1,064		\$411,387	152%
	W Staff Water Related			\$126,000									
	L Landscape Related (Reimb)			\$121,000									
7003	District Benefits	\$0	0%	\$52,500	\$3,690	\$5,649	\$4,393	\$1,137		\$3,276		\$0	0%
7005	Legal	\$87,417	146%	\$80,000	\$7,321	\$18,192	\$18,192	\$43				\$21,195	40%
7010	Consulting Services	\$104,787	44%	\$210,000	\$24,611	\$36,432	\$34,867	\$17,651		\$29,931		\$62,054	78%
7011	Veolia Operations	\$1,079,476	161%	\$1,173,000	\$250,086	\$38,434	\$83,362			\$95,701		\$213,697	102%
7012	Veolia Prev & Corrective Fund	\$101,819	212%	\$80,000	\$15,754	\$3,560	\$3,560					\$38,694	71%
7013	NPDES Permit	\$0	0%	\$0								\$56,102	70%
	W Staff Water Related												
7014	Outsource of Water Billing		0%	\$24,000								\$0	0%
7015	General Operating Expenses											\$0	0%
	Audit	\$21,025	111%	\$35,000								\$23,380	67%
7135	Electrical Cost (water)	\$328,208	109%	\$300,000	\$13,890	\$15,931	\$14,538	\$15,829				\$290,379	97%
7137	Electrical Cost (sewer)	\$374,784	124%	\$325,000	\$26,828	\$22,447	\$25,755	\$25,621				\$303,487	93%
7210	Public Comm & Noticing	\$13,367	134%	\$5,000		\$1,820	\$1,820			\$190		\$2,208	44%
7220	Election Expenses	\$0	0%	\$12,000		\$5,281						\$5,281	44%
7230	Rent - Public Meetings	\$0	0%	\$500								\$0	0%
7250	Memberships	\$28,073	468%	\$16,000	\$237					\$593		\$6,023	38%
7280	Permits	\$29,233	97%	\$50,000			\$3,112	\$3,623				\$35,846	72%
7285	NPDES NOV Fines (s)			\$25,000								\$0	0%
7290	Staff Training	\$1,716	49%	\$2,500		\$135						\$0	0%
7900	General Repairs Water / Sewer	\$554,147	185%	\$350,000	\$27,444	\$33,099	\$31,505	\$30,577		\$18,207		\$2,161	86%
	P Pump Repairs	\$0	0%	\$150,000	\$7,029	\$19,296	\$6,715	\$16,660		\$950		\$90,581	60%
7310	NTR / SIP Testing	\$0	0%	\$15,000								\$0	0%
7320	Special Equipment/Signage	\$4,699	157%	\$3,000						\$63		\$638	23%
7330	Chemicals/Odor Materials	\$97,797	196%	\$65,000	\$2,394	\$4,289	\$6,910	\$2,340		\$2,556		\$73,852	114%
7400	Office Expenses												
7410	Copier Maint	\$4,697	94%	\$4,500	\$284	\$271	\$3,307			\$730		\$2,120	47%
7420	Postage	\$17,497	250%	\$2,500	\$785	\$897	\$498	\$139		\$96		\$10,744	430%
7430	Office Supplies	\$17,497	250%	\$8,000	\$765	\$498	\$490			\$972		\$5,639	70%
7500	Communications												
7510	Web Site/Internet	\$29,109	370%	\$1,000		\$602						\$4,325	433%
7520	Wireless	\$4,849	162%	\$4,500	\$852	\$411	\$396			\$616		\$5,089	113%
7550	Telephone	\$6,371	255%	\$4,000	\$107	\$106	\$355			\$634		\$3,831	96%
7600	District Wide												
7630	Site Maintenance /Landscape	\$23,632	236%	\$15,000	\$823	\$807	\$356	\$1,503		\$2,646		\$17,405	116%
7665	Office Bldg / Improvements	\$21,877	438%	\$10,000		\$150				\$313		\$3,002	30%
7670	Office Equipment / Software	\$30,035	601%	\$8,000	\$312	\$192	\$224	\$25		\$2,700		\$3,087	39%
7680	Office Furnishings	\$1,456	146%	\$1,000	\$69							\$397	40%
7685	Tools	\$6,193	206%	\$3,500	\$594	\$248	\$219			\$163		\$5,984	171%
7690	Maint / Fuel	\$25,323	141%	\$19,000	\$1,068	\$6	\$1,481	\$327		\$1,542		\$22,470	118%
7700	Directors Expense												
7720	Compensation	\$25,038	70%	\$36,000	\$2,445	\$1,894	\$2,331			\$2,797		\$18,214	51%
7730	Training	\$312	31%	\$600	\$90	\$90	\$50					\$164	27%
7950	Miscellaneous	\$161,203	16120%	\$10,000	\$385	\$3,054	\$3,054	\$86		\$86		\$10,519	86%
7951	Misc. - Reimbursable	\$0	0%	\$100,000	\$19,022	\$11,162	\$16,958	\$2,257		\$2,569		\$404	4%
7955	Misc. - Zones Reimbursable	\$0	0%	\$100,000								\$106,287	106%
7955	Reimbursement (Hoffmann)											\$0	
7100	Insurance												
7115	General Liability	\$102,503	171%	\$48,000								\$0	0%
7120	Worker's Comp			\$6,000			\$2,558					\$0	0%
7800	County Services											\$4,458	74%
7805	Revenue Collection	\$5,153	172%	\$5,500								\$4,640	84%
7810-0810	Investment Fee	\$0	0%	\$700								\$0	0%
7815-2315	Data Processing	\$0	0%	\$0								\$0	0%
7820	Accounting (A/P, A/R, GL)	\$0	0%	\$2,500								\$0	0%

TOWN OF DISCOVERY BAY CSD										
OPERATING BUDGET 2010/2011										
Approved at 06/16/10 Meeting										
Acct. #	Account Description		2009/2010 YTD ACTUALS	2009/2010 Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	May 11 Month to Date Expenses	Jun 11 Month to Date Expenses
7825	Public Works - permits		\$21,180	424%	\$6,000	\$789	\$3,787	\$3,366		
CREDITS Reimbursements to Town of DB			(\$91,100)		(\$231,000)					
TOTAL			\$3,711,273	127%	\$3,697,800	\$679,217	\$263,256	\$426,421	\$118,245	\$0
										Pending Approval 05/18/11 \$168,424
										2010/2011 YTD REIMB. \$0
										2010/2011 YTD ACTUALS \$14,989
										2010/2011 % of Budget YTD 0%
										89%

Reimbursements:

Date	No	Company	Amount
11/19/10	2487	DB L&L #9	\$317.50
11/19/10	2491	DB L&L #8	\$496.65
03/14/11	2623	DB L&L #9	\$1,993.94
03/14/11	2622	DB L&L # 8	\$4,402.10
03/14/11	2629	DB L&L # 9	\$2,170.62
03/14/11	2628	DB L&L # 8	\$6,265.52
03/14/11	2634	DB L&L # 8	\$5,258.79
03/14/11	2635	DB L&L # 9	\$2,002.93
03/14/11	2640	DB L&L # 8	\$4,595.25
03/14/11	2646	DB L&L # 8	\$4,573.38
03/14/11	2647	DB L&L # 9	\$2,204.98
03/14/11	2652	DB L&L # 8	\$3,492.52
03/14/11	2653	DB L&L # 9	\$141.74
Total Reimbursements for 10/11			\$37,835.92

Miscellaneous Adjustments:

Date	Acct #	Description	Amount
7/21/2010	7950	S/B in #7952	\$5,545.00
8/4/2010	7950	S/B in #7952	\$168.44
7/21/2010	7900	S/B in #1011-017	\$4,408.00
8/4/2010	7010	S/B in #7300	\$11,331.42
8/4/2010	7300	S/B in #7300P	\$23,805.08
8/25/2010	7300	S/B in #0809-002	\$650.00
8/25/2010	7300	S/B in #7630	\$225.00
8/25/2010	7300	\$96.00 remove - pd 7/27/10	\$96.00
8/25/2010	7320	S/B in #7300	\$177.99
8/25/2010	7300	S/B in #7300P	\$4,010.67
8/25/2010	7520	S/B \$716.00	\$731.00
8/25/2010	7950	S/B \$150.00	\$731.00
8/25/2010	7952	S/B \$8,452.00	\$8,944.00
9/15/2010	7300	S/B in #7300P	\$1,444.52
10/6/2010	7300	S/B in #7300P	\$550.00
11/3/2010	7300	S/B in #7300P	\$4,040.70
11/17/2010	7300	S/B in #7300P	\$1,000.00
12/1/2010	7300	S/B in #7300P	\$3,028.68
12/15/2010	7300	S/B in #7300P	\$3,080.55
12/17/2010	7720	S/B in #7952	\$6,821.83
1/5/2011	7951	S/B in #7952	\$9,183.00
1/5/2011	7950	S/B in #7951	\$126.80

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	75.00% Mar 11 Month to Date Expenses	83.33% Apr 11 Month to Date Expenses	91.67% May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 05/18/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7001	General Manager	\$103,719	102%	\$130,000	\$55,364		\$33,116					\$99,215	76%
7002	District Staff	\$388,678	176%	\$270,000	\$223,591	\$663	\$122,637	\$684		\$1,064		\$411,367	152%
7003	Landscaping Related (Reimb)	\$0	0%	\$121,000								\$0	0%
7005	District Benefits	\$87,417	146%	\$52,500	\$3,690	\$5,649	\$4,393	\$1,137		\$3,276		\$0	0%
7010	Consulting Services	\$104,787	44%	\$80,000	\$24,611	\$7,321	\$18,192	\$43				\$21,195	40%
7011	Veolia Operations	\$1,079,476	161%	\$1,173,000	\$250,086	\$36,432	\$34,867	\$17,551		\$29,931		\$62,054	78%
7012	Veolia Prev & Corrective Fund	\$101,819	212%	\$80,000	\$15,754	\$3,560	\$3,560			\$95,701		\$213,697	102%
7013	NPDES Permit	\$0	0%	\$80,000	\$15,754	\$3,560	\$3,560			\$95,701		\$63,694	71%
7014	Staff Water Related	\$0	0%	\$24,000								\$56,102	70%
7015	General Operating Expenses			\$24,000								\$0	0%
7120	Audit	\$21,025	111%	\$35,000								\$23,380	67%
7135	Electrical Cost (water)	\$328,208	109%	\$300,000	\$13,890	\$15,931	\$14,588	\$15,829				\$290,379	97%
7137	Electrical Cost (sewer)	\$371,784	124%	\$325,000	\$26,828	\$22,447	\$25,755	\$25,621				\$303,487	93%
7210	Public Comm & Noticing	\$13,367	134%	\$5,000			\$1,820			\$190		\$2,208	44%
7220	Election Expenses	\$0	0%	\$12,000			\$5,281					\$5,281	44%
7230	Rent - Public Meetings	\$0	0%	\$500								\$0	0%
7250	Memberships	\$28,073	468%	\$16,000	\$237							\$6,023	38%
7285	Permits	\$29,233	97%	\$50,000			\$3,112	\$3,623		\$593		\$35,846	72%
7290	NPDES NOV Fines (s)	\$1,716	49%	\$2,500			\$135	\$50				\$0	0%
7300	Staff Training	\$554,147	185%	\$300,000	\$27,444	\$33,099	\$31,505	\$30,577		\$18,207		\$522,425	149%
7310	General Repairs Water / Sewer	\$0	0%	\$150,000	\$7,029	\$19,296	\$6,715	\$16,560		\$950		\$90,561	60%
7320	Pump Repairs	\$0	0%	\$15,000								\$0	0%
7320	NTR / SIP Testing	\$4,689	157%	\$3,000						\$63		\$688	23%
7330	Special Equipment/Signage	\$97,797	196%	\$65,000	\$2,394	\$4,289	\$6,910	\$2,340		\$2,555		\$73,852	114%
7400	Chemicals/Order Materials	\$4,697	94%	\$4,500	\$284	\$271						\$0	0%
7410	Office Expenses	\$17,497	250%	\$8,000	\$785	\$897	\$3,307	\$30		\$730		\$2,120	47%
7420	Postage	\$17,497	250%	\$8,000	\$765	\$499	\$490	\$139		\$96		\$10,744	430%
7500	Communications	\$29,109	970%	\$1,000	\$852	\$411	\$602					\$5,639	70%
7510	Web Site/Internet	\$4,849	162%	\$4,500	\$107	\$106	\$355					\$4,325	433%
7520	Wireless	\$6,371	255%	\$4,000	\$107	\$106	\$355					\$5,089	113%
7550	Telephone	\$23,632	236%	\$15,000	\$823	\$607	\$356	\$1,503		\$616		\$3,831	96%
7600	Site Maintenance / Landscaping	\$21,877	438%	\$10,000	\$312	\$150	\$224	\$25		\$634		\$17,405	116%
7665	Office Bldg / Improvements	\$30,035	601%	\$8,000	\$69	\$192	\$224	\$25		\$2,646		\$3,002	30%
7670	Office Equipment / Software	\$1,456	148%	\$1,000	\$594	\$248	\$219	\$30		\$313		\$2,087	39%
7685	Tools	\$25,323	141%	\$19,000	\$1,068	\$6	\$1,481	\$327		\$96		\$997	40%
7690	Maint / Fuel	\$25,038	70%	\$36,000	\$2,445	\$1,894	\$2,331	\$2,797		\$163		\$5,984	171%
7700	Compensation	\$312	31%	\$600	\$385	\$90	\$50	\$30		\$1,542		\$22,470	118%
7720	Training	\$161,203	16120%	\$10,000	\$19,022	\$11,162	\$16,958	\$2,257		\$2,797		\$18,214	51%
7930	Miscellaneous	\$0	0%	\$100,000								\$0	0%
7951	Misc. - Reimbursable	\$0	0%	\$100,000								\$0	0%
7952	Misc. - Zones Reimbursable	\$0	0%	\$100,000								\$0	0%
7955	Reimbursement (Hofmann)	\$0	0%	\$100,000								\$106,287	106%
7100	Insurance	\$102,503	171%	\$48,000			\$2,558					\$0	0%
7115	General Liability	\$5,153	172%	\$5,500								\$4,458	74%
7120	Worker's Comp	\$0	0%	\$700								\$0	0%
7800	County Services	\$0	0%	\$2,500								\$0	0%
7805	Revenue Collection	\$0	0%	\$2,500								\$0	0%
7810-0810	Investment Fee	\$0	0%	\$700								\$4,640	84%
7815-2315	Data Processing	\$0	0%	\$700								\$0	0%
7820	Accounting (A/P, A/R, G/L)	\$0	0%	\$2,500								\$0	0%

Acct. #	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Jan 11 M-T-D Exp.	Feb 11 M-T-D Exp.	Mar 11 M-T-D Exp.	Apr 11 M-T-D Exp.	May 11 M-T-D Exp.	Jun 11 M-T-D Exp.	Plan to Approve 05/18/11	2010/2011 ACTUALS		2010/2011 % of Budget YTD
												YTD	REIMB.	
0910-004	Rehab Manholes	\$0	0%	\$15,000		\$8,177						\$24,070	\$0	160%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000		\$16,810		\$31,910				\$0	\$0	0%
0910-006	Replace Sewer Main	\$0	0%			\$1,890	\$980	\$5,440				\$207,460	\$315,027	#DIV/0!
0910-007	UV System	\$457,297	114%	\$200,000	\$4,719							\$0	\$0	0%
0910-008	Salinity Project	\$0	0%									\$0	\$0	0%
0910-009	Pumps / Motors Replacement	\$35,470	71%	\$85,000								\$0	\$0	0%
0910-010	Wetlands	\$8,304	1%	\$80,000			\$606					\$0	\$0	0%
1011-001	By-Pass Pipeline	\$0		\$20,000								\$0	\$0	0%
1011-002	Replace PLC's	\$0		\$22,000								\$0	\$0	0%
1011-003	Bio-Solids Pumps (2) Wet Well			\$60,000								\$500	\$0	1%
1011-004	Rehab Lift Station W			\$12,000								\$0	\$0	0%
1011-005	Bypass Valve Lift Station S			\$25,000								\$0	\$0	0%
1011-006	Metal Cover for UV Area			\$15,000								\$0	\$0	0%
1011-007	Clarifier Cleaning Devices			\$80,000		\$1,625	\$3,250		\$1,625			\$58,858	\$0	74%
1011-008	Paving for Bio-Solids Area			\$25,000								\$0	\$0	0%
1011-009	New Moles (2)			\$0								\$0	\$0	0%
1011-010	Road Crossing Ramps			\$769,000	\$14,469	\$29,502	\$4,636	\$37,350	\$1,625	\$0		\$616,623	\$0	#DIV/0!
	Sewer Sub Total	\$681,375	36%											80%
0809-002	Well #6 Design & Drill Test Hole	\$475,615										\$41,721	\$0	0%
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000	\$10,173	\$3,202	\$4,370		\$5,522			\$0	\$0	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000								\$0	\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%	\$500,000								\$0	\$0	0%
0910-014	Water Meter Program	\$63,079	13%	\$40,000	\$29,469	\$16,300					\$300	\$21,360	\$0	4%
	Water Meter Program: Reimbursements			(\$500,000)								\$0	\$0	0%
1011-011	Filter Media Replacement			\$40,000								\$45,769	\$0	114%
1011-012	Stabilize Around Willow Lake			\$30,000		\$10,385						\$10,335	\$0	34%
1011-013	Rehab Well(s)			\$50,000								\$0	\$0	0%
1011-014	Replace Water Mains			\$20,000								\$0	\$0	0%
1011-015	Water Meter Trailer			\$148,000	\$39,642	\$29,837	\$4,370	\$0	\$5,522	\$0		\$119,185	\$0	#DIV/0!
	Water Sub Total	\$555,237	106%											81%
1011-016	Pickup Truck (1)			\$20,000								\$0	\$0	0%
1011-017	K-Rail for Bulk Material			\$15,000								\$4,408	\$0	29%
1011-018	Portable Message Units			\$30,000								\$0	\$0	0%
1011-019	GPS Tracking Device			\$12,000								\$0	\$0	0%
1011-020	Replace Fence Near Marina			\$15,000								\$0	\$0	0%
1011-021	New Chairs for Board Room			\$6,000								\$0	\$0	0%
	Other Sub Total	\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	\$0	4%
0102-00	Pipeline Replace Reserve	\$0										\$0	\$0	#DIV/0!
CREDITS	Reimbursement to Town of DB	\$0										\$0	\$0	#DIV/0!
	Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$54,110	\$69,339	\$9,206	\$37,350	\$7,147	\$0	\$300	\$740,215	\$0	#DIV/0!

Description
 S/B in #1011-017
 removed - paid on 7/28/10

Request for authorization to pay Invoices
 For the Meeting on May 18 2011
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/10 - 6/11

Acct Code						
1	2100	Office Depot	Inv#560796429001	dtd 4/15/11	Office Supplies	\$21.29
2	2100	Office Depot	Inv#562200596001	dtd 4/25/11	Office Supplies	\$24.34
3	2100	Office Depot	Inv#562200612001	dtd 4/25/11	Office Supplies	\$6.45
4	2100	Office Depot	Inv#562590565001	dtd 4/28/11	Office Supplies	\$3.95
5	2100	Office Depot	Inv#262590776001	dtd 4/28/11	Office Supplies	\$16.51
6	2100	Office Depot	Inv#563155023001	dtd 5/3/11	Office supplies	\$4.00
					Sub-Total	\$76.54
7	2120	Discovery Bay Disposal	dtd 5/1/11	Service for April and May 2011		\$272.00
8	2120	PG&E / Acct#0869258994-1	dtd 4/11/11	DB Blvd/Willow Lake Service 3/12-4/11/11		\$0.37
9	2120	PG&E / Acct#2249446019-3	dtd 4/11/11	DB PT Lot 7 Service 3/12-4/11/11		\$0.38
10	2120	PG&E / Acct#3736907925-8	dtd 4/11/11	Edgewood & Discovery Service 3/12-4/11/11		\$0.37
11	2120	PG&E / Acct#4111412785-9	dtd 4/11/11	DB Blvd/Seal Way Service 3/12-4/11/11		\$0.37
12	2120	PG&E / Acct#445555569-5	dtd 4/11/11	DB PT Lot 17 Service 3/12-4/11/11		\$0.38
13	2120	PG&E / Acct#5465914049-2	dtd 4/11/11	Spinaker Way Service 3/12-4/11/11		\$0.37
14	2120	PG&E / Acct#5939734421-5	dtd 4/19/11	Willow Lake Service 3/19-4/19/11		\$90.75
15	2120	PG&E / Acct#7135420365-6	dtd 4/11/11	DB PT Tract 4077 LT 77 Service 3/12-4/11/11		\$0.38
16	2120	PG&E / Acct#7452568975-3	dtd 4/11/11	DB Blvd/Willow Lake Service 3/12-4/11/11		\$0.37
17	2120	PG&E / Acct#7696548482-7	dtd 4/11/11	DB Blvd Tract 4178 Lot 5 Service 3/12-4/11/11		\$0.38
18	2120	PG&E / Acct#8009270258-0	dtd 4/11/11	Clipper Dr/Cove Ct Service 3/12-4/11/11		\$0.74
19	2120	PG&E / Acct#7101346815-2	dtd 4/11/11	Newport Dr/Pier Ct Service 3/12-4/11/11		\$0.37
20	2120	PG&E / Acct#8167536097-8	dtd 4/11/11	Clipper Dr/ALBO NXTMTR #1G0930 Service 3/12-4/11/11		\$0.37
21	2120	PG&E / Acct#8400813429-2	dtd 4/11/11	Laguna Ct Lot 18 Tract 4076 Service 3/12-4/11/11		\$0.38
						\$95.98
22		<u>Ace Hardware Account #808 - Closing Date 4/30/11</u>				
	2130	Small Tools & Instruments				\$117.44
	2281	maintenance of Buildings				\$1.96
					Sub-Total	\$119.40
23	2170	ProPet	Inv#79616	dtd 4/20/11	Litter Pick-up bags	\$194.26
24	2270	Brentwood Tire	Inv#21801	dtd 4/25/11	Tires for 1978 Trailer	\$170.73
25	2271	Thornburg	Inv#50246	dtd 4/26/11	Repaired brakes for GMC 2500 lic#I044564	\$52.50
26		<u>Capitol One - Statement for Mar. 15 - Apr. 14, 2011</u>				
	2272	Gasoline/Fuel for Equipment				\$20.14
27	2282	Delta Fence Co.	Inv#22635	dtd 4/26/11	Cornell Park	\$325.00
28	2282	Odyssey Landscape	Inv#36035708	dtd 4/29/11	Clipper Rpad Zones #3,5,6 & *	\$940.00
29	2282	Odyssey Landscape	Inv#36035726	dtd 4/29/11	Hwy 4 Zones #1,13,14 & 15	\$990.00
30	2282	Odyssey Landscape	Inv#36035727	dtd 4/29/11	Irrigation repairs @ Hwy 4 & DB Blvd	\$560.00
31	2282	Odyssey Landscape	Inv#36035728	dtd 4/29/11	Irrigation repairs @ Hwy 4 & Newport Dr.	\$640.00
32	2282	Odyssey Landscape	Inv#36035729	dtd 4/29/11	Irrigation repairs @ 4375 Clipper Cove	\$592.00
33	2282	Odyssey Landscape	Inv#36035730	dtd 4/29/11	Irrigation repairs @ 4801 Clipper Cove	\$544.00
34	2282	Odyssey Landscape	Inv#36035731	dtd 4/29/11	Irrigation repairs @ 2334 Clipper Cove	\$544.00
35	2282	Odyssey Landscape	Inv#36035732	dtd 4/29/11	Irrigation repairs @ 4741 Clipper Cove	\$986.00
36	2282	Odyssey Landscape	Inv#36035736	dtd 4/29/11	Clipper Rd Zones #9,11,13 & 15	\$800.00
37	2282	Odyssey Landscape	Inv#36035740	dtd 4/29/11	Hwy 4 Zones #16,17,19 & 22	\$780.00
38	2282	Odyssey Landscape	Inv#36035741	dtd 4/29/11	Hwy 4 Zones #26,28,29, 31 & 32	\$630.00
					Sub-Total	\$8,006.00
39	2282	PMT Pest Control	Inv#408	dtd 4/28/11	Cleanout DB/written recommendation/Service March-April	\$1,235.00
40	2282	Watersavers	Inv#I1048302	dtd 4/28/11	Bender board/redwood stakes	\$294.01
41	2282	Watersavers	Inv#I1048305	dtd 4/28/11	Redwood stakes	\$14.75
42	2282	Watersavers	Inv#I1046831	dtd 4/25/11	Irrigation Repair parts	\$181.66
43	2282	Watersavers	Inv#I1046885	dtd 4/19/11	PVC Pipe	\$143.34
					SUBTOTAL	\$633.76
44	2301	Sue Heintl	Dtd 4/22/11,	Expense report for staff mileage		\$9.79

Request for authorization to pay invoices
For the Meeting on May 18 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/10 - 6/11

45	4829	GreenValley Landscape	Inv#852	dtd 4/21/11	Willow Lake Rd Project	\$9,239.78
46	4829	GreenValley Landscape	Inv#853	dtd 4/21/11	DB Blvd/Sand Point	\$2,530.80
47	4829	GreenValley Landscape	Inv#854	dtd 4/21/11	DB Blvd/Sand Point	\$2,596.50
48	4829	GreenValley Landscape	Inv#855	dtd 4/21/11	DB Blvd/Sand Point	\$4,098.60
49	4829	GreenValley Landscape	Inv#856	dtd 4/21/11	DB Blvd/Sand Point	<u>\$3,356.10</u>
					Sub-Total	\$21,821.78
					TOTAL	\$33,032.88

County Acct#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	58.33% Jan 11 Month Expenses to Date	66.67% Feb 11 Month Expenses to Date	75.00% Mar 11 Month Expenses to Date	83.33% Apr 11 Month Expenses to Date	91.67% May 11 Month Expenses to Date	100.00% Jun 11 Month Expenses to Date	Plan to Approve 5/18/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
	Town of Discovery Bay/D.Bay L&L Park #8 Operating Expense Budget 10/11 Approved at 6/16/10 Meeting													
2100	Office Expenses	\$500	\$1,076	215%	\$950	\$25	\$286	-\$57	\$22	\$24		\$77	\$1,001	118%
2102	Books, Periodicals & Subscriptions	\$50	\$0	0%	\$50	\$11		\$60					\$220	147%
2103	Postage	\$50	\$0	0%	\$50								\$11	22%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785								\$60	3%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$99,858	86%	\$117,000	\$7,424	\$7,082	\$6,306	\$7,106			\$368	\$78,284	67%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750		\$120	\$58	\$58			\$117	\$1,711	228%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975		\$24						\$99	10%
2170	Household Items	\$800	\$1,209	151%	\$900		\$210					\$194	\$1,089	121%
2190	Public Notices	\$100	\$633	633%	\$150								\$0	0%
2200	Memberships	\$200	\$0	0%	\$450		\$40	\$5					\$165	37%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500								\$220	44%
2251	Computer Software	\$500	\$0	0%									\$0	#DIV/0!
2270	Maintenance of Equipment	\$1,300	\$9	1%	\$950			\$6				\$171	\$95	10%
2271	Automotive Supplies & Repairs	\$4,100	\$2,246	55%	\$2,000		\$341		\$431			\$53	\$1,817	91%
2272	Gasoline/Fuel for Equipment	\$5,000	\$5,402	108%	\$5,300	\$350	\$300	\$295				\$20	\$1,715	43%
2281	Maintenance of Buildings	\$250,000	\$189,315	76%	\$166,484	\$12,969	\$13,701	\$18,149	\$21,311	\$3,015		\$2	\$3,522	66%
2282	Grounds Maintenance	\$500	\$0	0%								\$10,200	\$149,655	90%
2284	Requested Maintenance from County (3620)	\$300	\$790	263%	\$100				\$221			\$10	\$221	221%
2301	Auto Mileage/Employee Reimbursement	\$200	\$102	51%	\$1,500			\$389	\$44				\$433	29%
2303	Other Travel Employee Expenses	\$10,000	\$11,116	111%	\$8,100		\$4,402		\$805				\$6,143	76%
2310	Professional Services	\$63,000	\$99,064	62%	\$72,000			\$20,693					\$33,587	47%
2310	Staff Payroll	\$8,000	\$10,389	130%	\$5,200	\$315							\$1,630	31%
2360	Insurance	\$1,000	\$0	0%	\$500								\$0	0%
2470	Road/Construction Materials (Street Signs)	\$5,000	\$5,810	116%	\$3,500	\$108				\$1,128			\$2,612	75%
2479	Other Special Expenses	\$200	\$21	10%	\$300								\$307	102%
2490	Miscellaneous Services & Supplies	\$4,500	\$0	0%	\$500								\$0	#DIV/0!
3590	Taxes & Assessments	\$500	\$0	0%	\$500								\$0	0%
3611	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500								\$0	0%
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500								\$0	0%
Misc.	Reserves	\$0	\$0		\$0								\$0	0%
	Total Expenses	\$465,100	\$362,238	78%	\$394,494	\$21,202	\$26,856	\$47,904	\$30,698	\$4,168	\$0	\$11,211	\$284,577	72%

Miscellaneous Adjustments:

3/11/11 \$60.00 was in acct 2100, S/B in 2102 (11/23/10).

County Acc#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	5/1/2011 Month to Date Expenses	Jun 11 Month to Date Expenses	2010/2011 Actuals	2010/2011 % of Budget YTD
Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting													
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500	\$3,294		\$103				\$4,062	54%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500			\$830				\$830	24%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000		\$616		\$11,129	\$42		\$22,494	20%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0	\$924	\$14,773	\$82,021	\$50,931			\$199,048	#DIV/0!
4834	DB L&L Zone #8 Landscape Clipper Drive Phas	\$233,100	\$9,314	4%	\$350,000							\$0	#DIV/0!
4953	Cornell Park - Discovery Bay	\$3,000	\$0	0%	\$7,500		\$815	\$2,686		\$21,822		\$39,440	11%
4956	Vehicle Purchase	\$1,000	\$26	3%	\$0		\$2,600					\$3,501	47%
	Tools & Sundry Equipment	\$251,100	\$14,182	5%	\$484,500	\$4,217	\$18,804	\$85,639	\$62,060	\$42		\$2,600	260%
	Total											\$21,822	60%

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

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

\$350,000

Request for authorization to pay invoices
 For the Meeting on May 18, 2011
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	2120	PG&E / Acct#0422260312-0 Ravenswood-Tract 8710	\$8.10
2	2120	PG&E / Acct#1066166716-1 829 Poe Dr. (Irrig Ctrlr)	\$0.32
3	2120	PG&E / Acct#7705163630-4 1738 Wilde Dr. (Irrig Ctrlr)	<u>\$0.48</u>
		Sub-Total	\$8.90
4		<u>Ace Hardware Acct #808 - Closing Date 4/30/11</u>	
	2130	Small Tools & Instruments	\$52.10
	2282	Grounds Maintenance	\$147.90
	2490	Miscellaneous Services & Supplies	<u>\$34.08</u>
		Sub-Total	\$234.08
5	2170	ProPet Distributors Inv# 79616, dtd 4/20/11 Doggi Litter Bags	\$42.64
6	2282	Odyssey Landscape Inv#36035709, dtd 4/29/11 Replanting @ Poe Median	\$940.00
7	2282	Odyssey Landscape Inv#36035739, dtd 4/29/11 Bark installation @ Point of Timber	<u>\$600.00</u>
		Sub-Total	\$1,540.00
		TOTAL	\$1,825.62

2010/2011

County Acct#	Town of Discovery Bay/L&L #9 Ravenswood Operating Expense Budget Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2010/2011 Budget	58.33%	66.67%	75.00%	83.33%	91.67%	91.67%	Planned to Pay 5/18/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	\$150									\$511	341%
2102	Books, Periodicals & Subscriptions	\$50	\$50	\$80	\$25		\$38	\$94				\$24	49%
2103	Postage	\$50	\$50	\$21								\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	\$650									\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	\$12,500	\$600	\$566	\$1,369	\$577		\$9			\$12,379	99%
2130	Small Tools & Instruments	\$100	\$100		\$26	\$43	\$414		\$52			\$683	683%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	\$500									\$103	21%
2170	Household Items	\$0	\$700		\$46	\$35			\$43			\$274	39%
2190	Public Notices	\$50	\$150									\$253	169%
2200	Memberships	\$50	\$165									\$40	24%
2250	Rent & Lease of Equipment	\$500										\$0	0%
2251	Computer Software		\$500									\$0	0%
2270	Maintenance of Equipment	\$200	\$200									\$80	40%
2271	Automotive Supplies & Repairs	\$300	\$300				\$250					\$337	112%
2272	Gasoline/Fuel for Equipment	\$300	\$300			\$75						\$858	172%
2282	Grounds Maintenance	\$54,000	\$48,540	\$2,920	\$2,912	\$3,765	\$5,294	\$232		\$1,668		\$32,864	68%
2301	Auto Mileage/Employee Reimbursement	\$100										\$0	0%
2303	Other Travel Employee Expenses		\$250									\$0	0%
2310	Professional Services	\$5,000	\$2,000			\$6,379						\$10,170	509%
2360	Insurance	\$13,000	\$25,500		\$1,964	\$9,073						\$6,227	24%
2470	Road/Construction Materials (Street Signs)	\$5,000	\$1,850	\$315								\$490	27%
2479	Other Special Expenses		\$500		\$10		\$25					\$368	74%
2490	Miscellaneous Services & Supplies	\$300	\$300									\$0	0%
3530	Taxes & Assessments	\$1,000	\$500						\$34			\$0	0%
5011	Reimbursement-Gov/Gov County Admin, Chrgs	\$100										\$0	0%
Misc.	Reserves											\$0	0%
	Total Expenses	\$85,150	\$95,955	\$3,917	\$5,846	\$14,743	\$6,599	\$326	\$0	\$1,326		\$65,862	69%

Reserves=
Total Reserves
* Maintenance includes bioswales/mitigation areas.
* Future budget for utilities etc. to be based on actuals.

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

For 2007/08 there is no planned Capital Improvement
Plans
Miscellaneous Adjustments:
3/11/11 \$34.79 was in 2282. SIB in acct 2170



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 18, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *Ca for Rh*

Agenda Title

Consider extending to September 30, 2011 the date to complete final recommendations of the Communications Committee

Recommended Action

Extend the Communications Committee date for final recommendations to the Board from June 30, 2011 to September 30, 2011.

Executive Summary

On March 16, 2011 the Board appointed three (3) public members of the community to the Communications Committee. It was originally expected that this committee will have completed their work no later than June 30, 2011. However, due to other commitments, the preparation of the FY 2011/12 Operating and Capital Improvement Program budgets, the work of the Budget Review Committee and the Community Center Committee, it is not anticipated that the Communications Committee will have had an opportunity to finalize their efforts by June 30, 2011.

Staff recommends that the Communications Committee sunset date be extended to September 30, 2011.

Fiscal Impact:

Amount Requested

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

March 16, 2011 Appointment of Committee Members

Attachments

February 2, 2011 and March 16, 2011 Board Report(s)

AGENDA ITEM: F-1



Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

February 2, 2010

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager ✓

Agenda Title

Establishment of Ad-Hoc Committees

Recommended Action

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

Executive Summary

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

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

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

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

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

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

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

Attachments

District Representative Listing for 2011





Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

March 16, 2011

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

Agenda Title

Appointment of public members to the FY 2011-12 Budget Review Committee; the Community Center Committee and the Communications Committee

Recommended Action

Appoint Public Committee Members to the FY 2011-12 Budget Review; Community Center and the Communications Committees.

Executive Summary

At the February 20, 2011 Board meeting, three (3) Ad-Hoc Committees were established to provide public input and help guide the Board in the areas of the FY 2011-12 Budget, the development of the Community Center and improving methods of District Communications. Two (2) Board members were appointed to serve on each committee and three (3) at-large seats were to be created at a later date once letters of interest and statements of qualifications have been received. The deadline for receipt of the letters of interest was Friday, March 11, 2011. The Board is now in a position to appoint members to the Ad-Hoc Committees.

Those members of the public who have applied to be on the FY 2011-12 Budget Review Committee are as follows:

Jeff Barber, Christeen Era, and Michael McCleery

Those members of the public who have applied to be on the Communication Committee are as follows:

Jeff Barber, Amanda Dove, Chris Middleton, and Jennifer Mixon

Those members of the public who have applied to be on the Community Center Committee are as follows:

Bob Abbadie, Jeff Barber, David Bohannon, R. Allen Box, Omar Hindiye, Charles Hunter, Jim Mattison, Sean O-Toole, and Don Williams

Copies of their letters of interest and statements of qualifications are attached to this report. Each of the three existing committees met earlier this week and will make their recommendations at tonight's meeting.

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 Board Action to Create the FY 2011-12 Budget Review; the Community Center and the Communications Ad-Hoc Committees

Attachments

1. Letters of Interest and Statement of Qualifications; and 2; February 2, 2011 Board Report to Create the FY 2011-12 Budget Review; the Community Center and the Communications Ad-Hoc Committees

AGENDA ITEM: F-3



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 18, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *Ca forkh*

Agenda Title

Authorize Water and Wastewater Rate Studies for the periods FY 2011/12 through FY 2012/13 with Hornberger Engineering in an amount not to exceed \$15,000.00.

Recommended Action

Approve contract with Hornberger Engineering to conduct the necessary Water and Wastewater Rate Studies for the periods FY 2011/12 and FY 2012/13 in an amount not to exceed \$15,000 and authorize the General Manager to execute the contract documents.

Executive Summary

Each time the District considers raising water and sewer rates beyond CPI limits, a Water and Wastewater Rate Study must be performed pursuant to the requirements of Proposition 218.

The proposed Rate Study will include the development of customer and expense projections for the two (2) year period FY 2011/12 and FY 2012/13, including the preparation of separate water and wastewater rate structures for that two (2) year period. The study will encompass both metered and non-metered rates that comply with the requirements of Proposition 218. A copy of the Scope of Work is attached.

Fiscal Impact:

Amount Requested \$15,000

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

Prog/Fund # Category: Pers. Optg. 7210 Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Rate Studies have been performed in previous years.

Attachments

Scope of Work

Contract for Services

AGENDA ITEM: F-2



**Town of Discovery Bay
Water and Wastewater Rate Study – 2011/12**

Exhibit A - Scope of Work

The services provided by Hornberger Engineering (Consultant) under this scope of work are for the purpose of developing updated rate structures for the water and wastewater systems of the Town of Discovery Bay (Town). The planning period for this study shall be fiscal years 2011/12 through 2012/13. After receiving authorization from the Town to proceed, the Consultant shall proceed with the tasks described below.

1. Develop a current summary of customers and usage for all groups using the Town's water and wastewater systems.
2. Develop projections of additional customers expected during the planning period.
3. Develop operation and maintenance expense projections for the water and wastewater systems for the study period.
4. Project other operating revenues, capacity fee revenue and non-operating income.
5. Develop capital improvement expenses, replacements, and reserves to be financed from annual revenues.
6. Update the average water usage and wastewater discharges for residential customers in each system.
7. Prepare an updated water and wastewater rate model for the study period.
8. Allocate costs and develop metered and non-metered water and wastewater rates for the study period in accordance with the proportionality requirements of Proposition 218, the State Water Resources Control Board Revenue Program Guidelines and Town policy. Prepare alternatives as requested.
9. Prepare a report on the development of the proposed rates. Meet with Town staff to discuss the report.
10. Make presentations of the report to the Town Board of Directors and to interested parties at a maximum of two (2) meetings.

PROFESSIONAL SERVICE AGREEMENT
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT /
HORNBERGER ENGINEERING

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the Town of Discovery Bay, a Community Services District formed under the laws of the state of California ("District"), and Hornberger Engineering, ("Consultant").

RECITALS

A. District has determined that it requires the following professional services from a consultant: Water and Wastewater Rate Study – Fiscal Years 2011-2012 & 2012-2013.

B. Consultant represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, District and Consultant agree as follows:

AGREEMENT

1. DEFINITIONS

- 1.1. "Scope of Services": Such professional services as are generally set forth in Consultant's May 3, 2011 proposal which is attached hereto as Exhibit A and incorporated herein by this reference.
- 1.2. "Approved Fee Schedule": Such compensation rates as set forth in Consultant's May 3, 2011 fee/compensation schedule attached hereto as Exhibit B and incorporated herein by this reference.
- 1.3. "Commencement Date": May 18, 2011
- 1.4. "Expiration Date": 60 days from Commencement Date.

2. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 15 ("Termination") below.

3. CONSULTANT'S SERVICES

- 3.1. Consultant shall perform the services identified in the Scope of Services. District shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Fifteen thousand Dollars (\$15,000.00) plus reimbursables unless specifically approved in advance and in writing by District.
- 3.2. Consultant shall complete all services relating to the Project no later than June 30, 2011.
- 3.3. Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to District. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).
- 3.4. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The District Board of Directors shall be Consultant's project administrators and shall have direct responsibility for management and coordination of Consultant's performance under this Agreement. District shall not direct, control or supervise Consultant's employees or sub-consultants in the performance of the Scope of Work set forth in this Agreement.
- 3.5. Consultant shall provide progress copies of drawings, reports, specifications and other necessary information to the District and other engineers for coordination and review.
- 3.6. Consultant shall strictly observe and comply with applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or properties or their protection from damage, injury, or loss. Without limiting the foregoing, Consultant shall comply with all requirements, regulations, orders, and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1988.

4. COMPENSATION

- 4.1. District agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

- 4.2. Consultant shall submit to District an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, District shall notify Consultant in writing of any disputed amounts included on the invoice. Within forty-five (45) calendar days of receipt of each invoice, District shall pay all undisputed amounts included on the invoice. District shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 4.3. Additional services requested by District and not included in the Scope of Services may be required by the District. Such additional services shall be performed only in accordance with Change Orders, authorized and issued by District or District's designated representative. Each Change Order shall list the scope of services to be performed, state the time within which the work is to be completed, and designate any special conditions. Payments for any additional services requested by District shall be made to Consultant by District on a time-and-materials basis using the Approved Fee Schedule, unless otherwise stated in the Change Order.

5. OWNERSHIP OF WRITTEN PRODUCTS

- 5.1. All reports, documents or other written material ("written products") developed by Consultant in the performance of this Agreement shall be and remain the property of District without restriction or limitation upon its use or dissemination by District. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. District shall indemnify Consultant from any liability arising from use of documents not in connection with the Scope of Services identified in this agreement.

6. RELATIONSHIP OF PARTIES

- 6.1. Consultant is, and shall at all times remain as to District, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise to act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of District. Consultant is not entitled to the rights or benefits afforded District employees, including, but not limited to, disability, unemployment or other insurance, or workers' compensation.

7. CONFIDENTIALITY

- 7.1. All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential

and shall not be disclosed by Consultant without prior written consent by District. District shall grant such consent if disclosure is legally required. Upon request, all District data shall be returned to District upon the termination or expiration of this Agreement.

8. INDEMNIFICATION

- 8.1. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.2. District shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due District from Consultant as a result of Consultant's failure to pay District promptly any indemnification arising under this Section 8 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 8.3. The obligations of Consultant under this Section 8 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives any statutory immunity under such statutes or laws as to District, its officers, agents, employees and volunteers.
- 8.4. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 8 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.5. District does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by District, or the deposit with District, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

9. INSURANCE

- 9.1. During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 9.1.1. Commercial General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000), per occurrence and in the aggregate, including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - 9.1.2. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
 - 9.1.3. Worker's Compensation insurance as required by the laws of the State of California.
 - 9.1.4. Professional Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence.
- 9.2. Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 9.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 9.4. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, District may either: (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 9.5. At all times during the term of this Agreement, Consultant shall maintain on file with District a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the District and its officers, employees, agents and volunteers as additional insureds under Commercial General Liability. Consultant shall, prior to commencement of work under this Agreement, file with District such certificate(s).
- 9.6. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 9.7. The general liability and automobile policies of insurance required by this

Agreement shall contain an endorsement naming District and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to District.

- 9.8. Commercial General Liability insurance provided by Consultant shall be primary to any coverage available to District. Any insurance or self-insurance maintained by District and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 9.9. All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the District.
- 9.10. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of District, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to District, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 9.11. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 8 of this Agreement.

10. MUTUAL COOPERATION

- 10.1. District shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 10.2. In the event any claim or action is brought against District relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that District may require.

11. RECORDS AND INSPECTIONS

- 11.1. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. District shall have the right to access and examine such records, without charge, during normal business hours. District shall further have the right to audit such records, to make transcripts there from and to inspect all program data, documents, proceedings, and activities.

12. NOTICES

12.1. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and District's regular business hours; or (ii) on the fifth business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to District:

Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505
Telephone: (925) 634-1131
Facsimile: (925) 513-2705

With courtesy copy to:

Dan Schroeder, Attorney for Town of Discovery Bay CSD
Neumiller & Beardslee
P.O. Box 20
Stockton, CA 95201
Telephone: (209) 948-8200

If to Consultant:

Gary Hornberger, Hornberger Engineering
2661 Thrasher Lane
San Jose, CA 95125
Telephone: (408) 264-5029
Facsimile: (925) 838-8901

13. SURVIVING COVENANTS

13.1. To the extent required by applicable law, the parties agree that the covenants contained in Section 7, Section 8, Paragraph 10.2 and Section 11 of this Agreement shall survive the expiration or termination of this Agreement.

14. TERMINATION

- 14.1. District shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on thirty (30) calendar days' written notice to District. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All District data, documents, objects, materials or other tangible things shall be returned to District upon the termination or expiration of this Agreement.
- 14.2. If District terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

15. GENERAL PROVISIONS

- 15.1. Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without District's prior written consent, and any attempt to do so shall be void and of no effect. District shall not be obligated or liable under this Agreement to any party other than Consultant.
- 15.2. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 15.3. Consultant agrees to comply with the regulations of District's "Conflict of Interest Code." Said Code is in accordance with the requirements of the Political Reform Act of 1974.

Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of service required hereunder. The term "conflict" shall include, as a minimum, the definition of a "conflict of interest" under the California Fair Political Practices Act and the Town of Discovery Bay Conflict of Interest Code, as that term is applied to consultants.

- 15.4. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted

for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

- 15.5. The waiver by District or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by District or Consultant unless in writing.
- 15.6. Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in District's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 15.7. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Contra Costa County, California.
- 15.8. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 15.9. This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 15.10. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between District and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by District and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

Signatures contained on next page

/ / /

/ / /

/ / /

/ / /

DRAFT

“District”
Town of Discovery Bay CSD

“Consultant”
Hornberger Engineering

By: _____
Rick Howard, General Manager

By: _____

Date: _____, 2011

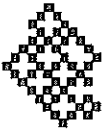
Print Name: _____

Date: _____, 2011

Approved as to form:

By: _____
Dan Schroeder, Attorney

DRAFT



**Town of Discovery Bay
Water and Wastewater Rate Study – 2011/12**

Exhibit A - Scope of Work

The services provided by Hornberger Engineering (Consultant) under this scope of work are for the purpose of developing updated rate structures for the water and wastewater systems of the Town of Discovery Bay (Town). The planning period for this study shall be fiscal years 2011/12 through 2012/13. After receiving authorization from the Town to proceed, the Consultant shall proceed with the tasks described below.

1. Develop a current summary of customers and usage for all groups using the Town's water and wastewater systems.
2. Develop projections of additional customers expected during the planning period.
3. Develop operation and maintenance expense projections for the water and wastewater systems for the study period.
4. Project other operating revenues, capacity fee revenue and non-operating income.
5. Develop capital improvement expenses, replacements, and reserves to be financed from annual revenues.
6. Update the average water usage and wastewater discharges for residential customers in each system.
7. Prepare an updated water and wastewater rate model for the study period.
8. Allocate costs and develop metered and non-metered water and wastewater rates for the study period in accordance with the proportionality requirements of Proposition 218, the State Water Resources Control Board Revenue Program Guidelines and Town policy. Prepare alternatives as requested.
9. Prepare a report on the development of the proposed rates. Meet with Town staff to discuss the report.
10. Make presentations of the report to the Town Board of Directors and to interested parties at a maximum of two (2) meetings.



**Town of Discovery Bay
Water and Wastewater Rate Study – 2011/12**

Exhibit B - Compensation

1. Professional Services

1.1. As compensation for performance of professional services set forth in Exhibit A of this agreement the Town agrees to pay the Consultant an amount equal to the actual hours expended times the following rates:

Partner of Consultant	\$125.00 per hour
Secretarial	\$40.00 per hour

1.2. The Consultant shall have the right to renegotiate the rates in Section 1.1 and the maximum compensation in Section 3 with the Town if the Consultant's services are required after December 31, 2011.

2. Reimbursable Expenses

Reimbursable expenses means the actual expenses incurred directly or indirectly by the Consultant in connection with the services rendered under this agreement. Reimbursable expenses shall include expenses of reproduction, printing, photographic production techniques, graphic services and temporary business licenses.

3. Maximum Compensation

Compensation shall be defined as the total amount paid to the Consultant for Professional Services defined in Section 1 and for Reimbursable Expenses defined in Section 2. The maximum compensation for the performance of services described in Exhibit A shall not exceed \$15,000 without a written amendment to this agreement. If changes in the scope or amount of work described in Exhibit A occur, the Consultant and the Town shall negotiate an increase in the maximum compensation, and execute an amendment to this agreement.

4. Payments to the Consultant

4.1. Upon submission by the Consultant of three (3) copies, in such form as may be required by the Town, the Town agrees to make monthly payments to the Consultant as services are performed and costs are incurred. The Town shall make full payment of all invoices within sixty (60) days after submission.

5. Limitation of Liability

5.1. The Consultant shall not be responsible for delay or damages or be in default or deemed to be default by reason of strikes, lockouts, accidents, acts of God, failure of the Town or of any governmental agencies or their consultants to furnish timely information or any other delays beyond the Consultant's reasonable control.

5.2. The Town agrees to limit the Consultant's liability to the Town due to professional negligent acts, errors or omissions to an amount equal to the compensation actually paid or payable to the Consultant for the services rendered under this agreement.

5.3. It is agreed that the Consultant has no control over local conditions, the cost of labor and materials, or over market conditions and as such the Consultant does not guarantee the accuracy of cost estimates prepared for this study relative to factors beyond his control.



Town of Discovery Bay CSD AGENDA REPORT

Meeting Date
May 18, 2011

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

Carly

Agenda Title

Purchase of Cornell Park Playground Equipment

Recommended Action

Approve contract with Ross Recreation/Landscape Structures, Inc. to purchase necessary equipment for the Cornell Park Playground Project in an amount not to exceed \$24,637.11 and authorize the General Manager to execute all necessary contract documents.

Executive Summary

The Cornell Park Playground Replacement Project is a multi-phased project consisting of four (4) different bid packages. The first package was the demolition which took place late last year. The second package was advertised on Friday, May 6, 2011 for site work and preparation for equipment installation. The third package is the purchase and acquisition of the playground equipment and the final package is the installation and project completion.

This request for purchase represents the third package. Staff received two (2) bids, one (1) from Creative Recreational Systems, Inc. in the amount of \$35,394.52 (through the California Multiple Awards Schedule, or CMAS), and the other from Ross Recreation/Landscape Structures Inc. in the amount of \$24,637.11.

Staff recommends that the Board authorize staff to purchase the necessary playground equipment for the Cornell Park Playground Project with Ross Recreation Equipment/Landscape Structures Inc. in the amount of \$24,637.11.

Fiscal Impact:

Amount Requested \$24,637.11

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

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

Previous Relevant Board Actions for This Item

Attachments

Proposals from Ross Recreation/Landscape Structures Inc. and Creative Recreational Systems, Inc.
Product Purchase Descriptions

AGENDA ITEM: F-3



May 10, 2011

Fairin Perez
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94514

Re: Exclusive Representation

Dear Ms. Perez,

Following up on our recent conversation, I am writing to confirm that Ross Recreation Equipment Co., Inc., is the exclusive, sole source for Landscape Structures Inc., equipment in Northern California, including the Town of Discovery Bay.

Ross Recreation has been the exclusive representative for Landscape Structures here in Northern California since 1973. In fact, we were the first in the world to represent Landscape Structures when this model was adopted by them in 1973. We are proud to be a pioneer in partnership with Landscape Structures and look forward to providing Discovery Bay with the high-quality equipment they manufacture.

If you have any questions or if I can provide additional information, please contact me. We look forward to working with you on a successful project.

Best regards,

A handwritten signature in black ink, appearing to read "Jon Bawden". The signature is fluid and cursive, with a large initial "J" and "B".

Jon Bawden



Creative Recreational Systems, Inc.
2377 Gold Meadow Way, Suite 100
Gold River, CA 95670
p: 916-638-5375
f: 916-638-5427
www.creativesystems.com
estimating@creativesystems.com
CA License #319917

Name / Address

Fairin Perez
 1800 Willow Lake Road
 Discovery Bay, CA 94505
 925-634-1733
 fperez@toddb.ca.gov

Date 5/26/2011
 Estimate # 21948

Description	Qty	Unit Cost	Total
PS5-28274	1	29,011.00	29,011.00T
Freight		3,700.00	3,700.00
OPTIONAL: Installation		11,600.00	11,600.00

price excludes playground safety surfacing

Lead time upon placement of order and receipt of deposit (50% of total price):
 6-8 weeks - shelters
 4-6 weeks - playgrounds & shades
 2-3 weeks - site furnishings

Subtotal	\$44,311.00
Sales Tax (9.25%)	\$2,683.52
Total	\$46,994.52

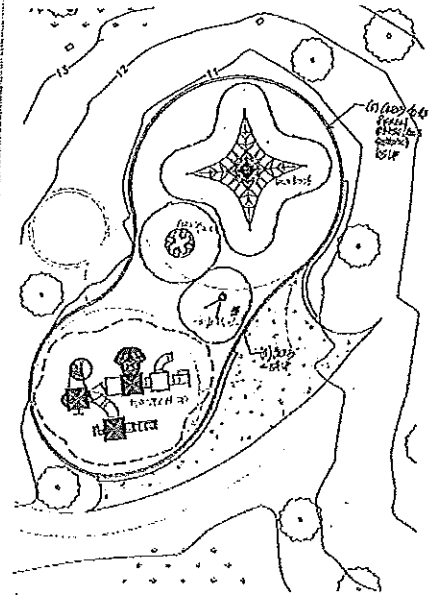
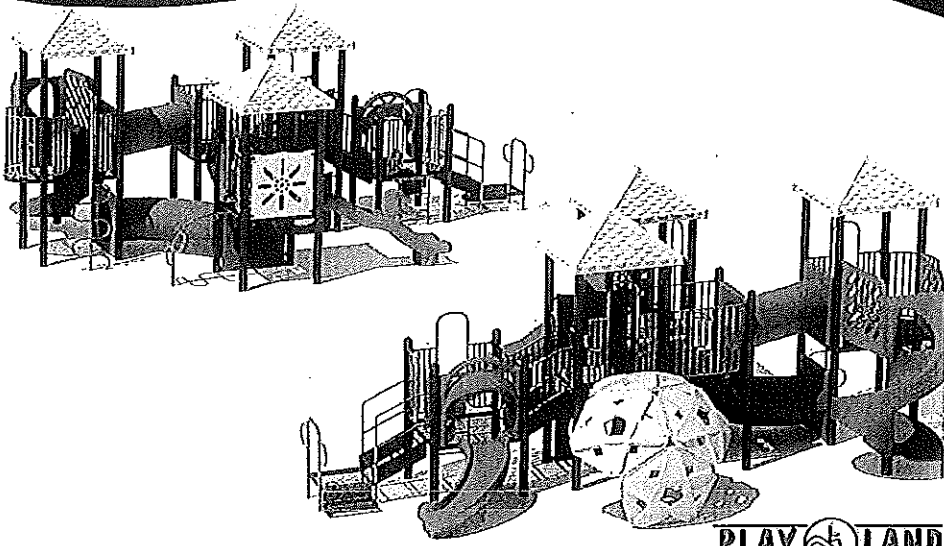
Estimate valid for 30 days (unless specified otherwise).

Signature: _____

Date: _____

CORNELL PARK

STRUCTURE
PSS-28274



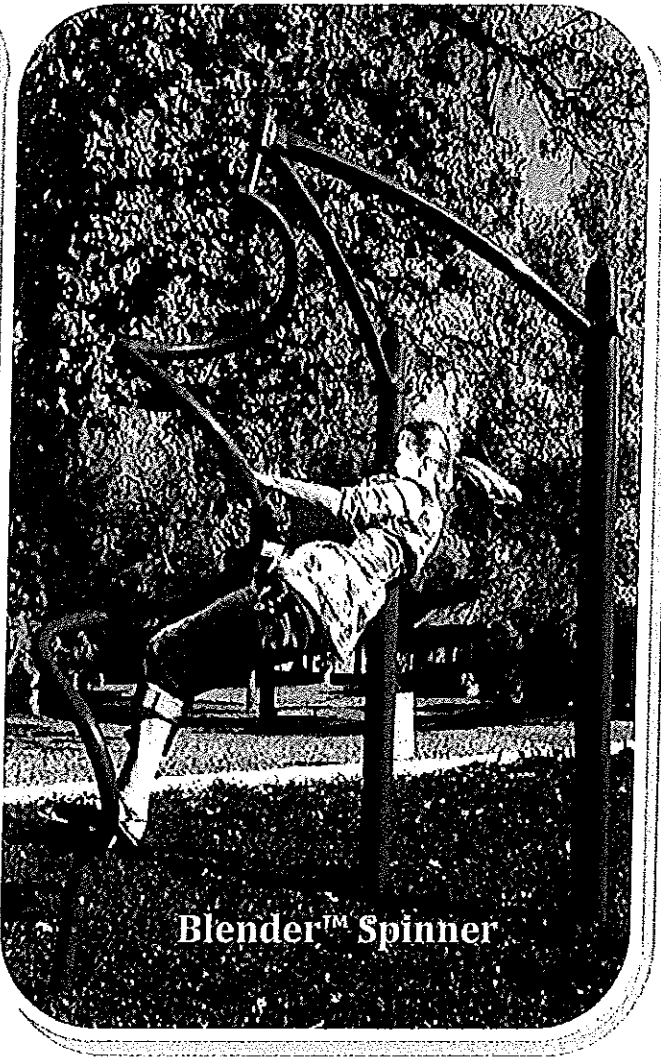
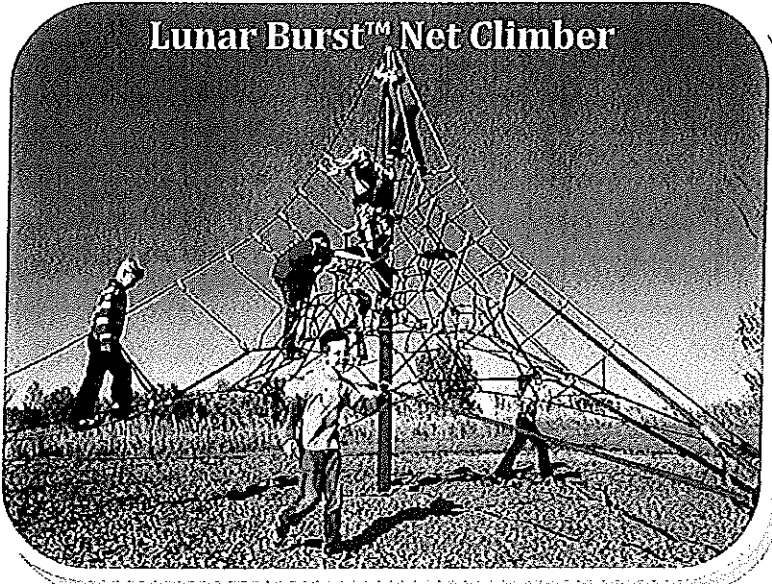
PLAY & LAND

FOR ILLUSTRATION ONLY, NOT FOR CONSTRUCTION OR ORDERING PURPOSES.

© 2004 Play & Land, Inc. All Rights Reserved.

Company Project #1000

Lunar Burst™ Net Climber



Blender™ Spinner

OmniSpin™ Spinner



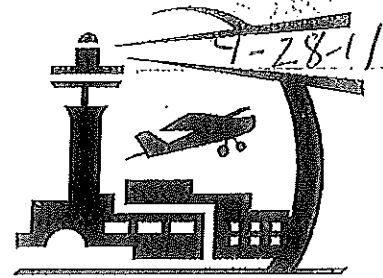
The Veolia Report
Will be distributed
Prior to the Meeting
AGENDA ITEM # G

**NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H**

**NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # 1**

**NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # J**

FINAL



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

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:00 p.m. at the Director of Airports Office.

PRESENT: Mike Bruno, CCC Airports Business Association
David Dolter, At Large 1
Janet Kaiser, Diablo Valley College
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, District V
Rudi Raab, District I
Russell Roe, District II
Tom Weber, Chair, District IV ,

ABSENT: Rich Spatz, Secretary, At Large 2

STAFF: Keith Freitas, Director of Airports
KC Coyle, Airport Operations Manager
Natalie Olesen, Airport Office Assistant

**OPENING COMMENTS
BY CHAIR:** None

**PUBLIC COMMENT
PERIOD:** Bob Weiss announced the Mt. Diablo Pilot's Association (MDPA) is planning an open house event on August 6, 2011 which correlates with the 65th Anniversary of Buchanan Field Airport. The MDPA event will include a \$5.00 breakfast and a static display of aircraft. The MDPA is asking for the Airport Businesses to participate.

Harvard Holmes announced the Experimental Aircraft Association (EAA) will be bringing their B-17 to Buchanan Field, May 2 to May 4. Rides will be scheduled starting on May 3 at 10:00 a.m. and will be given every 45 minutes as long as seats are filled. The EAA has purchased a ticket which is being raffled off at a cost of \$10.

Keith Freitas advised that he had received a DVD video from Caltrans on the importance of airports to their communities which he thought might be of interest to the AAC and community members. A link would be placed on the Airports website to access the video on line.

APPROVAL OF MINUTES:

February minutes were approved. **Moved by Geoff Logan; seconded by Mike Bruno. Approved Unanimously.**

APPROVAL OF CONSENT ITEMS:

Consent items were approved. **Moved by David Pfeiffer; seconded by Derek Mims. Approved Unanimously.**

PRESENTATION/SPECIAL REPORTS:

a. Security/Access Control Considerations

Keith Freitas stated that the Airport security bid package will be going out to bid in the next few weeks.

Keith further stated that a flyer describing the key card access agreement changes, Airport staff is considering, went out with the Airport billing. LCA and Buchanan Airport Hangar Owner's Association (BAHOA) were also give the flyer and asked to disperse it to their tenants.

Keith met with the MDPA to discuss the new key card agreement and is planning to meet with the Experimental Aircraft Association (EAA). The biggest issues of concern from the MDPA were:

- Limiting the number of access keys to only one (1) access key per person
- Access being limited to different areas of the Airport

Keith responded to various questions concerning the expandability of the security system, whether the access keys could be programmed for more than one access point and access during power outages.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Part 139 Certificate Update

Keith Freitas gave a brief update on the new Part 139 Certificate requirements.

- The enhanced markings were completed by the December deadline at \$100,000 plus.
- The next step in the process is to update the Airport Emergency Plan (Plan), at \$40,000 plus.

- o The County Sheriff's Office, who has recently updated the County Emergency Plan, is working with Airport staff to update the Plan and should have a draft to the Federal Aviation Administration (FAA) by July 1, 2011.
- o The Safety Management System (SMS) comment period deadline has been pushed back again. Comments are now due by July 5, 2011.
 - o Tom Weber recommended bringing this item to the Airport Committee, and then the full Board of Supervisors (Board), to request the Board to include comments that airports with Part 139 Certificates in a suspended status should not be required to have an SMS.
 - o **Geoff Logan made a motion to approve the recommendation; Derek Mims seconded. Approve Unanimously.**

Tom Weber suggested making a recommendation to the Airport Committee that the AAC would continue to review FAA mandates and if, at such time, the new mandates become too expensive for the Airport Budget the AAC could then make a recommendation to discontinue the Part 139 Certificate.

Geoff Logan made a motion to accept the recommendation. Dave Dolter seconded. Approved Unanimously.

c. Aviation Advisory Committee (AAC) Meeting Schedule/Calendar

Tom Weber stated the AAC has previously discussed changing their meetings to the second Thursday of the month to give the Supervisor's Chiefs of Staff an opportunity to attend. Tom proposed scheduling the April and May meetings to April 14 and May 5, the first Thursday in May due to the Airport Tenant Appreciation BBQ being on the second Thursday. A new calendar would be established in May after the Officer elections as per the bylaws.

April and May meeting dates were approved. **Moved by Geoff Logan; seconded by Mike Bruno. Approved unanimously.**

d. AAC Tenant Recognition Award 2011

Tom Weber gave an overview of the AAC Tenant Recognition Program. As of the date of this meeting no nominations had been received.

Tom Weber nominated Rich Spatz for getting a First Five grant and his personal donation for a play structure in the enhancement of the public viewing plaza.

Mike Bruno nominated Frank Lemon on his 30 year anniversary at Buchanan Field Airport in avionics service, at Sterling Avionics.

Tom Weber suggested leaving the nomination submission period open for another month.

Mike Bruno made a motion to approve the two nominations and leave the nomination period open for another month; seconded by Geoff Logan. Approved unanimously.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Tom Weber stated a history was given on the Byron Foreign Trade Zone (FTZ) designation in order to bring the new District 4 Supervisor up-to-date. Airport staff will bring this item back to the Airport Committee in a couple months with the options, costs and other obstacles associated with getting the FTZ designation.

The Airport committee also discussed the Part 139 Certificate (Certificate). The Airport Committee requested additional information as to the impacts of giving up the Certificate as well as costs associated with keeping it.

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

Keith Freitas reported:

- After completion of the office painting, Airport Administration staff rearranged the layout of the pictures in the office. Recently two new photos from Byron Airport had been added in the conference room. (Bay Area Skydive and the Patriot Jet Team).
- The EAA is bringing their B-17 to Buchanan Field. The B-17 will be arriving May 2 and departing May 5. The event will be held at Pacific States Aviation.
- The Collings Foundation is scheduled to bring their B-17, B-24 and P-51 Mustang to Buchanan Field June 11 – 13.
- The German Shepard Rescue Foundation has contacted Airport staff and is scheduling an event in October 2011.
- The Mustang Car Group will be holding an event in June 2012.
- The Maintenance Supervisor's Association will be holding an event in 2015.

c. Airport Business Association Update

Mike Bruno commented Sterling Aviation has seen an increase in maintenance services. On a down side Sterling Flight School is having difficulty trying to maintain its operations.

Tom Weber commented that Apex Aviation is also struggling and that Airport staff has moved forward to terminate their lease.

c. AAC Announcements

Tom Weber reported:

- County Advisory Board Training should be taken within three (3) months of an appointment. He advised anyone who has not taken the training to do so. The training is available on line and on public service channels.
- The Airport Land Use Commission cancelled its next meeting.
- Tom stated his reappointment was approved for another three (3) year term.

- Rudi Raab's reappointment went through but for a two (2) year term. Beth Lee would be in contact with staff at the District I Supervisor's office to amend his appointment.
- Rich Spatz nomination was approved by the Internal Operations Committee and will be forwarded to the Board of Supervisors for final approval.
- David Pfeiffer's appointment has expired and he will be holding over for 60 days. Tom stated that he had attempted to contact District 5 Chief of Staff to move the appointment forward.

d. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- MDPA Open House on August 6, 2011
- Foreign Trade Zone Update

ADJOURNMENT: The meeting was adjourned by the Chair at 1:26 p.m.

TRANSPLAN COMMITTEE
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

April 14, 2011

APR 15 2011
5-9-11

The meeting of the TRANSPLAN Committee was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Vice Chair Jim Frazier at 6:31 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County Board of Supervisors), Ben Johnson (Pittsburg), Gary Agopian (Alternate for Brian Kalinowski) (Antioch), Bruce Ohlson (Pittsburg), Kevin Romick (Oakley), Duane Steele (Contra Costa County Planning Commission), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Vice Chair Jim Frazier (Oakley)

ABSENT: Gil Azevedo (Antioch), Carmen Gaddis (Alternate, Contra Costa County Board of Supervisors)

STAFF: John Cunningham, TRANSPLAN Staff

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Kevin Romick, seconded by Joe Weber, TRANSPLAN Committee members unanimously adopted the Consent Calendar, with the removal of Item 3, as follows:

3. Adopt Minutes from March 10, 2011 TRANSPLAN meeting.
[REMOVED FROM CONSENT]
4. Accepted Correspondence.
5. Accepted Status Report on Major Projects
6. Accepted Environmental Register

Gary Agopian arrived at 6:32 P.M.

ADOPT MINUTES FROM MARCH 10, 2011 TRANSPLAN MEETING

On motion by Federal Glover, seconded by Bob Taylor, TRANSPLAN Committee members adopted the minutes from March 10, 2011, as submitted, with Joe Weber's abstention.

RECEIVE REPORT ON eBART PROJECT (HILLCREST STATION DESIGN) AND
TAKE ACTION AS APPROPRIATE

Victor Camiglia, consultant to the City of Antioch, referred to the discussion of the Hillcrest Station design at the last meeting when there had been an overview of the issues related to the station. He advised that the outstanding issue from that meeting was a question of security due to the fact that a station agent had not been proposed which had raised concerns with Antioch staff and the Antioch Police Department, and for which the TRANSPLAN Committee had requested a presentation on the security plan for the station. That presentation was to be made by BART staff. He advised that Lieutenant Willerford from the Antioch Police Department was present to make comments.

When asked by Federal Glover, Mr. Camiglia verified that all of the other issues related to the Hillcrest Station had been satisfied with the exception of security, and that the presentation to be made by BART staff had just been received by the City of Antioch this date.

Rick Rattray, eBART Project Phase Coordinator, highlighted the history of the eBART project that had unanimously been approved by the eBART Partnership Policy Advisory Committee (ePPAC) in 2007. He advised that BART Deputy Chief Dan Hartwig was present to identify what had been done at other BART stations. He explained that the eBART project would utilize a diesel multiple unit (DMU) train, an articulated car that was self-propelled, and where three DMUs could be coupled to carry 600 passengers at a time.

Mr. Rattray explained that the previous discussion of using the Union Pacific Railroad Moccasin Line as the route from the Pittsburg/Bay Point BART Station to the terminus at Hillcrest Avenue had not been possible. As a result, BART was working with the Contra Costa Transportation Authority (CCTA) for an integrated eBART/Highway 4 Widening Project with capital costs of \$462 million. He noted that the project had originally been estimated at \$502 million, although Measure J sales tax revenues had dropped, contributions anticipated for eBART had declined, and while bids had come in lower by \$40 million, there remained a big gap to fund capital costs. He advised that the TRANSPLAN Committee had put forth \$60 million from local road funds to make sure that eBART would be developed.

Mr. Rattray advised that the eBART project now had a transfer platform at the Pittsburg/Bay Point Station and a future infill station at Railroad Avenue that the City of Pittsburg had planned to fund although there was now some uncertainty in that endeavor. He added that BART continued to work with Pittsburg to see what could be done in the future. He presented examples of DMU trains in Austin, Texas and Oceanside, California. He explained why "real" BART was not being provided in the hope of bringing eBART to East Contra Costa County sooner than possible with real BART, which would require two and a half times the capital cost.

Mr. Rattray referenced the challenges of funding, the tight budget, and BART's commitment to provide service that was BART quality and with BART speed trains at 72 MPH that would be clean and quiet. He added that eBART would offer similar service to BART, operating from 4:00 A.M. to 1:00 A.M. to meet every BART train, with 15 minute headways consistent with BART operation during commute hours, traveling at BART speed. He reported that there had been discussions with Tri Delta Transit that if there was not sufficient ridership for late service, express bus shuttles could be provided by Tri Delta to ensure service to BART riders. He added that the eBART alignment would be in the freeway median, with the exception of the maintenance function, and would offer simple, functional, clean and safe stations, with extra measures to ensure security.

Mr. Rattray showed how one would ride an eBART train at a BART station through a transfer platform which would have 30 percent canopy coverage from both sun and rain. He suggested that everyone on the train would have a seat. There would be a three-minute cross platform transfer time offering adequate time for crossover with no extra ticketing required since the ticketing would be at the Hillcrest or other BART station.

Offering a depiction of a Hillcrest Station, Mr. Rattray stated that the Clipper card would be used, similar to a credit card. The minimum fare on the Clipper card was currently five dollars. Those traveling from the opposite direction, infrequent riders of eBART, would have paper tickets. He noted that the gates would accept a mag-stripe on exit but not on entry. Given the desire to force people to use the Clipper card, he stated that BART would work with bus companies so that the Clipper card would be the fare media for all transportation modes. He expected that 90 percent of Clipper card users would be regular eBART users.

Mr. Rattray identified the Delta-themed art that would be integrated into the concrete wall of the Hillcrest Station to represent the local theme of the area offering something unique and distinctive of the area. He noted discussions of proposed solar panels to generate a megawatt worth of electricity which would also provide shade for 300 cars in the parking lot. He explained that BART staff had worked with Mr. Camiglia and some of the planners to optimize future access connectors. He added that the entry house would have not only the locally approved Delta-themed art, but the fare gates, elevator and stairs, emergency phones, restrooms, a location for a future escalator, ticket vending and add-fare machines, and 38 CCTV cameras where one could not go anywhere in the station without being visible at eBART Central Control a half mile away.

To reach the platform one would have to travel over a pedestrian walkway; there would be an elevator and stairs, electronic train arrival information, canopy, benches, and trash receptacles, and a location for a future escalator. Initially 1,000 parking spaces would be provided, as would bike lockers and racks, 12 bus bays coordinated with Tri Delta Transit, and a separated bike/ped access route. The site would be fully compliant with Americans with Disabilities Act (ADA) requirements.

With respect to safety, Mr. Rattray described the elements of the Safety Plan, the coverage to be provided by Community Service Officers (CSOs) at a greater level than was typical, the extensive CCTV coverage with an LCD monitor at the entry house, BART staff camera observation at eBART Central Control, and the mutual support with the Antioch Police Department. He emphasized that there would be a BART presence at the station 70 to 80 percent of the time. He presented proposed staffing levels by time of day in relation to projected ridership by hour and reported that there would be a CSO on site early in the morning. Bathrooms would be opened and cleaned during peak ridership hours, with intermittent operation support during mid-day non-peak periods, and with cleaning and restroom openings later in the day.

BART Deputy Police Chief Dan Hartwig referred to the time chart and spoke to the law enforcement aspect noting that crime and the opportunity for crime at the station was no different than the current crime in the City of Antioch. He characterized the crime rates at BART stations as borderline miniscule, although crime rates increased in the outer perimeters of stations and in parking lots. He spoke to the CSO coverage periods and the number of officers expected to be involved. He identified where patrol vehicles were located in Central County and explained that when opened the Hillcrest Station would be included in those patrols. He explained that patrols would not necessarily be available seven days a week, but would serve Monday through Friday, with a focus on Monday through Friday commute service periods. Specific train beats with two more officers on trains during swing shift hours would be mixed in with vehicle beats. He stated that officers would be more visible than ever before and added that if opening tomorrow, the new station would be incorporated immediately with a heavier presence in the beginning.

Deputy Chief Hartwig explained that BART had a five-minute emergency response window which would apply to the Hillcrest Station as well. In response to Ben Johnson as to how that would be done, he stated there was always at least one vehicle in an area and there could potentially be three vehicles to address trouble spots particularly since the stations were located adjacent to freeway access. He cautioned riders not to leave anything in vehicles parked at BART stations. He stated that the ultimate goal was to have trained beats alternate with patrol beats. He referred to an integrated response system using intelligent video systems and other measures to address safety concerns, and added that the station would be similar to other BART stations although the Hillcrest Station tended to be in an isolated section of Antioch immediately adjacent to the freeway.

In response to Bob Taylor, the Deputy Chief advised that the CSOs would have access to the locked bathrooms. All bathrooms in underground stations were now closed and one would have to go to the station agent to access a restroom. Access would be made available if needed at any time. There were a specific required number of cameras in a station and the Hillcrest Station would exceed those numbers. He affirmed that there were agreements of cooperation between the Antioch and BART Police Departments.

Federal Glover commented that his questions related to cameras had been satisfied. He referenced BART Director Keller's commitment to resolve the City of Antioch's issues and he thanked him and BART staff for doing an outstanding job addressing those issues and potentially providing one of the safest stations in the BART System. He expressed his hope that the citizens using the station would be comfortable with the station as proposed.

Joe Weber welcomed the Deputy Chief, noted the effort to have continued focus with the Hillcrest Station, and asked why eBART Central Control would be located farther up the line and not at the end of the line.

Mr. Rattray noted that eBART Central Control was located at the end of the line but in the proper location by being in a facility where it could be accommodated, accessible, and where train operators would dispatch. He added that eBART Central would be central to the eBART System; a separate function from BART Central.

Mr. Weber asked about the parking structure and whether permit fees or parking fees would be imposed on eBART passengers, reported by Mr. Keller that fees were not being considered at this time although they might not be ruled out in that BART had a policy based on usage and availability. He sought as easy access as possible and stated that if rising to the BART District Wide Parking Policy, parking fees might have to be considered.

In response to Mr. Weber with respect to crime statistics, Deputy Chief Hartwig stated that concern from a safety standpoint was whether or not fare gate jumping could become an issue. He explained that BART relied on technology through the camera system, the fare gate collection program, and a comparison of the number of tickets sold with ridership. He noted that there would be quiet periods given that Hillcrest would be the end of the line and cameras and ticket count comparisons would be monitored. If there was a problem, it would be addressed.

When asked by Bob Taylor about the sixteen safety telephones, the Deputy Chief reported that the numbers in the parking lot would exceed the recommended numbers, and allow patrons to call 911 for emergency assistance. He noted that phones would normally be at the end of the parking lots and in the beginning; at the Hillcrest Station there would be four phones in the parking lot with the remainder in the station.

Mr. Taylor verified that there would be security, bathrooms, and easy transfer capabilities, with the service to be clean and safe from opening day.

Mr. Rattray reported that the eBART System had been designed so that the entire system could be converted to real BART. He explained that the fare to the Pittsburg/Bay Point Station had been estimated to be \$2.25; \$6.55 to the Embarcadero, and \$11.55 to the San Francisco Airport.

Mr. Rattray added that the more miles traveled on BART the less paid per mile. Clipper cards with a current \$5.00 value were disposable and could be purchased for cash. He reiterated the objective to have the Clipper card used regionwide for all transportation. He identified some of the agencies that used Clipper cards and stated that Tri Delta Transit was optimistic that it could convert its buses to Clipper cards in the future.

Mr. Rattray presented a construction update on the preparation of the freeway median and other areas of construction now underway. He reported that BART would soon advertise vehicle procurement contracts, finalize the Hillcrest Station design, finalize the integrated design of the Hillcrest Station area with the CCTA and Caltrans, and begin a study of the next segment.

Vice Chair Frazier excused himself from the meeting at this time due to a death in the family.

Joel Keller thanked BART staff and stated that with input from the TRANSPLAN Committee, BART was turning a good project into a better project. He emphasized that BART staff had worked hard to be responsive to the Committee's concerns. He referenced BART's release of its preliminary budget and reported that there continued to be a \$300,000 allocation to begin looking at a 3.1 mile extension from Hillcrest Avenue to Laurel Road at a cost of \$100 million, to add approximately 40 percent ridership to the eBART System. He wanted to ensure that the money remained in the budget, and while still tentative he was more confident that the funds would be allocated to continue the work in East County. He took this opportunity to thank both Federal Glover and Amy Worth, Contra Costa County's representatives to the Metropolitan Transportation Commission (MTC), who had championed the eBART project.

When asked by Joe Weber, Mr. Keller explained that the reported one-way fare was the 2015 estimate at this time as to what the fare might be although the actual fare would be set by BART Boardmembers prior to the opening of the station.

Gary Agopian thanked Mr. Keller for his efforts, recognized the difficult process, but was pleased to see what had been presented. He suggested that the station would benefit from the use of Clipper cards and make eBART use faster, more efficient, cheaper, and better operating for the system. He wanted to see the station open with the latest, greatest technology. He also wanted to emphasize a sense of clean and safe at the station and suggested that if opened right, it would be a model and a win for everyone involved. He was pleased with the work done to date, supported the presence at the station, accessible bathrooms, and a clean, well run station for residents.

Mr. Keller concurred and stated that the region was looking for a fare system that could be used regionwide.

Mr. Keller reiterated the goal to increase the usage of the Clipper card and while it might not be able to be used alone stated that an increased percentage of the use of the Clipper card would make more sense and offer a convenient fare that would make transportation use easier and more convenient.

Chair Pro Tem Glover thanked Mr. Keller for the presentation and applauded what he expected would be a better product.

Lieutenant Willerford from the Antioch Police Department explained that this was the first time he had seen the BART Safety Plan and the first time he had received crime statistics, although he commented that there had been a meeting this date when BART PD had answered most questions. He recommended a meeting with the Antioch Police Department and the BART Deputy Chief to learn more about the added patrols.

Lieutenant Willerford advised that Antioch PD had gathered the crime statistics for the BART Park and Ride and there had been 53 calls for service. He noted the concern for the 8:00 P.M. to 1:00 A.M. period when staff were home, which was the busiest period and when resources were stretched thin. He explained that there was a mutual aid agreement with BART where if there was an incident on a BART train, Antioch PD would respond and attempt to stabilize the situation until BART PD could arrive. The impact of that area had not yet been identified. He was glad to see the camera system, described it as outstanding, and was advised by the BART Deputy Chief that the phones in the parking lot went directly to BART PD. He noted that unattended cars were easy targets and theft was on the rise. He reiterated his desire to meet with the Deputy Chief to learn more about the enhanced patrols.

Chair Pro Tem Glover recommended that Antioch PD and BART PD meet to address the concerns, with Antioch PD to advise the TRANSPLAN Committee at its next meeting whether or not it could sign off on BART's Safety Plan.

Deputy Chief Hartwig commented that 12 months prior to the grand opening of the West Dublin Station, BART staff had met with the local Police Department to address concerns and the same would be done with the City of Antioch. He added that one year ahead of the station opening there would be a security committee convened to address those concerns.

Bob Taylor asked Mr. Keller to bring the applicable City Councils up to date on what had transpired at this time.

PUBLIC COMMENTS OPENED

Terry Ramus, Antioch, was pleased that BART had returned with a reasonable plan for the operation of the station and the safety of the parking lot.

Mr. Ramus asked staff to address the seamless nature of BART and how one would be able to travel from the BART train to an e-BART DMU. He expressed concern for what had been described as a bus bridge if ridership numbers were too low and he suggested that if riders lost confidence in eBART that would affect the overall utilization of the system. He urged serious thought of that potential situation.

Curtis Corlew, Antioch, noted the discussion of making BART safe and expressed concern with safe bicycle and pedestrian access at the Hillcrest Station. He was hopeful that the station would have a wider access for bicyclists, that the parking lot would be safe, and that bike locks would be functional. He was concerned for those who used BART but who did not use cars.

Mr. Rattray advised that BART had gone to extraordinary measures to incorporate the City of Antioch's concerns and to make a dedicated bike pedestrian path, to provide safe multimodal access, and a safe means of egress. While all might not be available on the first day, he stated they would be provided.

Bruce Ohlson stated that the City of Pittsburg, the City of Antioch, and East County's bicycle community were pleased with what had been provided for the parking lot and the station but remained concerned with the access to the station, particularly the Caltrans area of the Hillcrest Interchange, and wanted to ensure that bicyclists and pedestrians would be ensured easy access.

Chair Pro Tem Glover thanked BART and Antioch staff for all their work.

CONSIDER AND PROVIDE FEEDBACK ON MTC / ABAG'S INITIAL VISION SCENARIO

Martin Engelmann, Deputy Director for Planning of the Contra Costa Transportation Authority (CCTA) stated that MTC and the Association of Bay Area Governments (ABAG) had released the initial vision scenarios to see what would happen in the Bay Area if there was a jobs/housing balance, which would mean that everyone who worked in the Bay Area would be able to live in the Bay Area alleviating traffic from the valley by 2035. In order to accomplish that scenario, housing production would essentially have to be doubled to 35,000 units a year in the Bay Area, which he suggested would be difficult to achieve. In addition, that housing would have to be affordable.

Mr. Engelmann identified concerns about the initial vision scenario and wanted to work in the Sustainable Community Strategy (SCS) which would include all the projects in the Regional Transportation Plan (RTP), which scenario would start being developed in the next couple of months. He explained that the SCS must meet greenhouse gas reduction goals by 2035. The item had been submitted to the TRANSPLAN Committee for information only at this time. The TRANSPLAN Board indicated that it was comfortable with the matter being handled by the Planning Directors at their SCS meetings.

RECEIVE UPDATE ON JAMES DONLON BOULEVARD EXTENSION PROJECT

City of Pittsburg Traffic Engineer Paul Reinders presented an overview of the James Donlon Boulevard Extension Project, formerly known as the Buchanan Road Bypass. He explained that the overview had previously been presented to the TRANSPAC Committee on November 10, 2010. He identified the project area and stated that Buchanan Road had been built as a two-lane county road extending from Summersville Road in Antioch to Kirker Pass Road in Pittsburg, with no future plans for development.

Mr. Reinders spoke to the extensive commute traffic on Buchanan Road, the projected level of service (LOS) of F, and stated that increased traffic volumes and congestion had resulted in additional safety hazards for vehicles and bicyclists and had reduced response times. He explained that commuters on Buchanan Road traveled by a school, two parks, and residential neighborhoods with several driveways located along the frontage, and that the route was a Class II bicycle lane and had several crosswalks. He identified a three-year collision history showing two fatal collisions, 19 collisions with injury, and 99 collisions with property damage, and identified the accident rate per vehicle miles at 2.48, much higher than the statewide average of 1.47. He added that the vast majority of collisions were rear-enders.

Mr. Reinders described the cut through routes used by commuters to bypass the congestion, noted the traffic calming measures taken to alleviate traffic concerns on those routes, and described the other attempts such as control point traffic metering at Buchanan Road and Meadows Avenue to free up the level of service downstream along with other calming devices, such as no right turn signs and stop signs along the cut through routes. He described how traffic from East County created traffic congestion along Buchanan Road, and explained that in 1988 the City's General Plan had identified a potential bypass to alleviate traffic along Buchanan Road. In 1999 the CCTA performed a Major Investment Study for Route 4 East and recommended increasing capacity of parallel arterials, namely Buchanan Road, to meet traffic demand. The route had also been identified as a Route of Regional Significance. He included newspaper articles from 1993 and later that spoke to the Buchanan Road Bypass and stated that in 2001 controlled point metering had been identified as a method to alleviate traffic along Buchanan Road.

Mr. Reinders stated that the arterial route took nine minutes longer to navigate than the freeway as determined by a 2010 study. He identified some of the large employment centers in Central County and advised that the proposed project consisted of a 1.98 mile extension of James Donlon Boulevard. He noted plans for some connections to the bypass roadway and stated that the project had been included in a number of transportation documents that he identified at this time. He also identified the chronology of the concept for the project that had been initiated prior to 1988 through multiple environmental documents to 2008 when the Administrative Draft Environmental Impact Report (EIR) had been presented for review by the City of Pittsburg.

Mr. Reinders advised that the City would annex the roadway requiring the City to expand its Sphere of Influence (SOI) through the Local Agency Formation Commission (LAFCO). Photos of the existing topography were presented along with traffic studies and analyses. Intersection tables showed the benefit the extension would have on the roadway with respect to LOS with and without the project along with a delay index with and without the project. He added that the project was currently within the City of Pittsburg's Urban Limit Line (ULL) and the next step would be to update and revise the EIR to reflect City annexation and current conditions, obtain LAFCO approval to annex the roadway, obtain needed right-of-way, prepare project plans and specifications, and start construction in two to three years if funding was identified.

When asked, Mr. Reinders distributed a handout of his presentation.

Terry Ramus, Antioch, referred to the area between Sky Ranch and Kirker Pass Road, asked if that area was a permanent greenbelt, asked the disposition of that property, and noted that the road went from four lanes to two lanes and then back to four lanes again. He noted the debate as to whether or not the road would be built with County funds. He also noted some of the other roads in East County that had been installed at four lanes.

City of Pittsburg Assistant City Manager Joe Sbranti stated that the Thomas Ranch property, a large ranch, was currently within Pittsburg's General Plan and there were potentially 200 or so developable lots on that property, which lots had not been entitled and which would require an extensive environmental process if entitled. He stated that the project was a regional project, a route of regional significance for many years, and that Mr. Reinders had been working on the project for 18 years; one of the original projects included with the East Contra Costa Regional Fee and Financing Authority (ECCRFFA), and one of the reasons why funding had been collected. He described the project as one with a regional benefit and noted that 90 percent of traffic on that roadway would be coming from points east of Pittsburg. While Leland Road and others within the City of Pittsburg carried regional traffic, the James Donlon Extension was outside the City and there was a process required to annex it to the City.

Mr. Reinders added that the roadway would be kept at four lanes through developed areas although the roadway would be two lanes through the open space area, which would be kept as open space.

RECEIVE STATUS REPORT AND PROVIDE A RECOMMENDATION TO CCTA ON THE REGIONAL TRANSPORTATION PLAN (RTP) CALL FOR PROJECTS

Mr. Cunningham advised that the item was a public hearing and speaker comments would be solicited. He reported that in February, MTC released a Call for Projects to the Regional Transportation Plan and noted that if desiring any state or federal funding a project would have to be on that list.

Mr. Cunningham spoke to the three lists under discussion; Committed List of Projects (projects currently or anticipated to be fully funded), Financially Constrained List of Projects (projects that are expected to request state and federal money through the five year period of the RTP), and a Vision List of Projects (essentially a backup list). He explained that transit projects, such as BART, were treated differently in the process, which was new. With regard to Caltrans, he stated that the TRANSPLAN Technical Advisory Commission (TAC) had discussed a number of ramp metering projects to be included on the list. He noted that in recent Corridor System Management discussions there was an agreement that any ramp metering projects would require consulting with local jurisdictions. The TAC had raised that concern and Caltrans was committed to performing that outreach and had agreed to consult with local jurisdictions.

Hisham Noeimi of the CCTA advised that MTC updated the RTP every four years. The current RTP had last been updated in 2009 and MTC was now working on the 2013 RTP. There was a requirement that the RTP be financially constrained, where funding for all projects from all state and federal sources should not exceed \$400 million in this case. For East County, \$150 million was anticipated for projects in the Financially Constrained List, a list of projects that are expected to request state and federal money through the five year period of the RTP. He described the Vision List, a backup list of projects in case there may be more than \$400 million in funding.

Mr. Noeimi advised that the only thing to address at this time is when going after a funding source for a project there was a need to ensure that the project had been included in the RTP. He noted that in February there had been a Call for Projects when the Regional Transportation Planning Committees (RTPCs) and project sponsors had been asked to start from the last RTP list, review the projects, identify completed projects, identify committed projects that were no longer committed, and update the costs and think about new projects that had become priority between now and the last RTP.

Mr. Noeimi referred to the list of projects in the Committee packets and asked the TRANSPLAN Committee to focus on the Financially Constrained List with a target of \$152 million.

Bob Taylor thanked Mr. Noeimi for distributing an enlarged list of projects and described the list as self-explanatory.

PUBLIC HEARING OPENED

Allen Payton, Antioch, clarified with Mr. Noeimi that the 2013 RTP covered the period to 2040 and that it would be updated in four years. He verified that the \$400 million reported as being designated for Contra Costa County was in 2007 dollars and had been used as an estimate because MTC had not yet identified the total funding available.

Mr. Noeimi commented, when asked, that Proposition 1B funds were being solicited to help fund projects.

Mr. Payton stated that East County was doing more than its share and he wanted to ensure that state funds were being solicited to help fund transportation projects in East County.

Federal Glover requested that *State Route 239 Brentwood to Tracy Expressway* be moved from the Vision List of Projects to the Financially Constrained List of Projects to potentially secure funding sources from the outside.

Joe Weber commented that he was pleased to see *SR4/SR160 Connectors* moved to the Committed List of Projects.

Gary Agopian confirmed that the source of funding for SR160 was bridge toll savings from the Antioch Bridge and that *SR4/SR160 Connectors* had been moved from the Financially Constrained List of Projects. He stated that project was vital and needed to go from vision to reality.

Mr. Noeimi reported that the Project Study Report (PSR) and environmental document had just been started, and when completed by the next RTP they would be positioned to advocate for funding the first phase of the project.

PUBLIC HEARING CLOSED

On motion by Joe Weber, seconded by Gary Agopian, TRANSPLAN Committee members unanimously adopted the Project List, as amended, to move the *State Route 239 Brentwood to Tracy Expressway* from the Vision List of Projects to the Financially Constrained List of Projects, and authorized staff to forward the List to the Contra Costa Transportation Authority.

RECEIVE REPORT ON STATUS OF REGIONAL FEE PROGRAM REQUIREMENTS / CITY OF PITTSBURG AND TAKE ACTION AS APPROPRIATE

Mr. Cunningham presented the standing item related to the City of Pittsburg's status of regional fee program requirements and noted communications from Pittsburg to the CCTA and from the CCTA to Pittsburg in the Committee packets. He had no further information on that issue.

RECEIVE UPDATE: STATE ROUTE 4 INTEGRATED CORRIDOR ANALYSIS

Mr. Cunningham stated that the item had also been included as a standing item so that staff could report on the short term project; currently in a lull in terms of information.

Mr. Cunningham reported that the Policy Advisory Committee (PAC) had met and a lot of information had been submitted to the consultants that had not yet been presented to the PAC. He noted that Jim Frazier and Ben Johnson were the TRANSPLAN representatives on the PAC.

Ben Johnson confirmed that the PAC had met and had received a report from the consultants related to the overall study in the corridor from I-80 to SR160.

RECEIVE TRANSPLAN BUDGET REPORT

Mr. Cunningham reported that information had not yet been provided by County staff to allow him to present an updated budget report. He would provide more detail next month.

ADJOURNMENT

Chair Pro Tem Glover adjourned the TRANSPLAN Committee meeting at 8:44 P.M., *in memory of Jim Frazier's Grandmother*, to May 12, 2011 at 6:30 P.M. or other day/time as deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

Meeting Handouts:

East County Times article; re: Shrinking State transportation revenue; January 18, 2011
Contra Costa Times article; re: East Contra Costa cyclists; March 6, 2011
Inside Bay Area.com article; re: Canceled sale of transportation bonds; March 7, 2011
Bay City News article; re: eBART allocation; March 23, 2011
Contra Costa Times article; re: eBART allocation; March 23, 2011
eBART TRANSPLAN Briefing Presentation; April 14, 2011
James Donlon Boulevard Extension Presentation; April 14, 2011



Received 5/5/11
Emailed to Sandy 6/1
Rh
Ca file

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

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

April 28, 2011

Sheriff- Coroner David O. Livingston
Contra Costa County
651 Pine Street, 7th Floor
Martinez, CA 94513

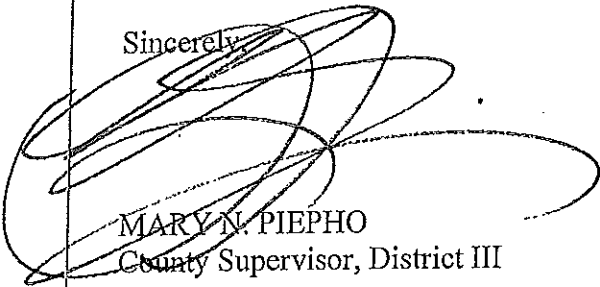
Dear Sheriff Livingston,

I would like to personally thank you for attending and presenting at the recent Discovery Bay P-6 Zone Citizen Advisory Committee meeting. I am sure that your presentation was able to provide the committee members and Discovery Bay constituents information regarding questions that had been previously unanswered by your predecessor.

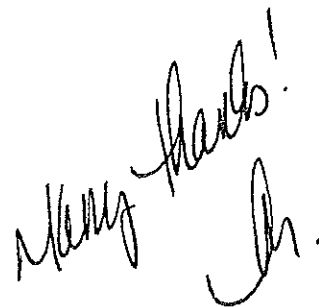
It is always valuable to have open and direct communication between the County and those involved in the community. I'm certain that the levels of local confidence have been raised significantly to our mutual benefit. Thank you again for all your efforts to serve the constituents of Discovery Bay.

As always, it is an honor to work with you in service to the constituents of Contra Costa County

Sincerely,



MARY N. PIEPHO
County Supervisor, District III



Cc: Diane Stevens, Chair, Discovery Bay P-6 Zone CAC
Kevin Graves, Chair, Town of Discovery Bay CSD ✓

MNP: kc



TOWN OF DISCOVERY BAY CSD

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

May 11, 2011.

Joan Buchanan, Assemblymember
15th Assembly District
2694 Bishop Drive, Suite 275
San Ramon, CA 94583

RE: Town of Discovery Bay Community Services District

Honorable Assemblymember Buchanan,

It was a pleasure meeting with you at the California Special District's Association *Legislative Days* conference in Sacramento on Tuesday May 3, 2011. I wanted to take this opportunity to express my thanks and recognition of your efforts and support to the community of Discovery Bay in helping to eradicate the very destructive Egeria Densa aquatic weed from our Delta water bays. Your efforts and your jurisdictional collaboration with Contra Costa County Supervisor Mary N. Piepho, Reclamation District 800 and the Town of Discovery Bay Community Services District (CSD) are greatly appreciated.

Additionally, I would like to acknowledge your hard work relative to the preservation and long term sustainability of the entire Delta ecosystem. On behalf of the Board of Directors of the Town of Discovery Bay CSD and the Discovery Bay community in general, I want to thank you for your continued work in helping maintain Discovery Bay as the jewel that it is on the Delta.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay CSD

//ca

Cc: Contra Costa County Supervisor Mary N. Piepho, District III
Jeff Conway, Reclamation District 800
Board of Directors, Town of Discovery Bay CSD



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF
THE FY 2011-12 BUDGET REVIEW COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday May 4, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 4:00 P.M.
Website address: www.todb.ca.gov

Budget Committee Members

Mark Simon, Chair; Ray Tetreault, Vice Chair, Christeen Era; Michael McCleery; Gayln Zeigler

A. ROLL CALL

The meeting was called to order at 4:00 P.M. by Chair Simon. Committee Member Era was absent.

PUBLIC COMMENTS

There was one public comment from Resident Jeff Barber. Mr. Barber recommends a minimum charge be applied to all metered users; and that the Landscape Division be morphed into a Parks and Recreation Division.

B. APPROVE MINUTES OF APRIL 13, 2011 BUDGET REVIEW COMMITTEE MEETING

Motion made – by Committee Member Tetreault to approve the minutes and Seconded by Member Simon. Motion Passed three (3) ayes (Simon/Tetreault/Zeigler) one (1) Absent (Era) one (1) Abstain (McCleery)

Item "D" was moved forward on the agenda at this point at the request of staff

D. DISCUSSION OF LONG TERM CAPITAL NEEDS

Gregory Harris presented a summary of long term capital needs relative to the Wastewater Collections System and the possible impacts to the FY 2011-12 Capital Improvement Program Budget. There was an ensuing discussion regarding the first year and subsequent year scheduling of long term capital needs.

Committee Member Zeigler asked that staff look into the Byron-Bethany Irrigation District role in Discovery Bay West relative to water and property taxes. Staff will investigate that issue and report back at the next meeting.

C. PRESENT PROPOSED PARKS AND LANDSCAPE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FY 2011-12

Landscape Manager Perez provided a summary of the five (5) landscape zones within Discovery Bay. The zones discussed were Zone 8, 9, 35, 57 and 61. Ms. Perez identified the projected expenses for each Zone, including the capital needs related to each zone.

E. REVIEW CURRENT WATER AND WASTEWATER RATE TABLES AND COMPARISON TO THE TOWN OF DISCOVERY BAY CSD

General Manager Howard presented a summary comparison of neighbor water agencies and the fees charged for water in those communities.

G. ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

RH/cmc – 5.6.11



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE REGULAR MEETING OF
THE FY 2011-12 BUDGET REVIEW COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday May 11, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 4:00 P.M.
Website address: www.todb.ca.gov**

Budget Committee Members

Mark Simon, Chair; Ray Tetreault, Vice Chair, Christeen Era; Michael McCleery; Gaylin Zeigler

A. ROLL CALL

The meeting was called to order at 4:00 P.M. by Chair Simon. All Committee Members were present.

PUBLIC COMMENTS

There were no public comments.

B. APPROVE MINUTES OF May 4, 2011 BUDGET REVIEW COMMITTEE MEETING

Motion by Committee Member Tetreault to approve the minutes, Seconded by Member Zeigler, Motion Passed 4 ayes (Simon/Tetreault/Zeigler/McCleery) 0 Absent 1 Abstain (Era).

C. PRESENT PROPOSED FINAL TOWN OF DISCOVERY BAY OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FY 2011-12

General Manager Howard reviewed the final *PROPOSED Fiscal Year 2011-12 Operating, Capital and Revenue Projection Budgets* with the committee. Mr. Howard identified the various changes that have been included in the draft budget since the last time the Committee reviewed the budget. These items included carry-overs from FY 2010-11 to FY 2011-12, and an overview of operating line items that have been changed. A general conversation regarding the Operating, Capital and Revenue Projection Budgets ensued.

The committee recommended the following:

- a. Over the course of the next year staff to investigate and evaluate establishing a "minimum" water service fee for all water customers that does not discourage conservation.
- b. That an "Infrastructure, Facilities and Vehicle Replacement" fund be established to provide long term facility, vehicle and infrastructure replacement needs. It was recommended that any FY 2010-11 carry over funds be placed in this fund and that any items listed in the capital budgets that are "Annual" also be included in this fund.

There was no further discussion on this item.

D. PROVIDE INFORMATION RELATIVE TO THE BYRON-BETHANY IRRIGATION DISTRICT AND ITS IMPACT IN THE DISCOVERY BAY WEST NEIGHBORHOODS

General Manager Howard reported that there is an overlay area consisting of the Discovery Bay south and west neighborhoods with the DBCSD and the Byron Bethany Irrigation District. The BBID is obligated under LAFCo to provide surface water to those areas if it is ever necessary to do so. Staff will investigate the need for this requirement and its associated costs with Contra Costa and San Joaquin LAFCo, respectively and evaluate if a detachment and removal of the overlay is appropriate at this time.

G. ADJOURNMENT

This was the final meeting of the Budget Review Committee. There being no further business, the meeting was adjourned at 5:42 pm.

RH//cmc – 5.12.11