



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

September 7, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

**Wednesday September 7, 2016
REGULAR MEETING 7:00 P.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

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

***These meetings are held Quarterly*

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of special meeting for August 17, 2016
2. Approval of DRAFT minutes of regular meeting for August 17, 2016
3. Approve Register of District Invoices
4. Annual Disclosure pursuant to California Government Code Section 53065.5

F. BUSINESS AND ACTION ITEMS

1. Consider adoption of Resolution No. 2016-15 establishing a Fire Hydrant Policy Penalty and Fine Structure to enforce Ordinance No. 7 in the Town of Discovery Bay.
2. Authorize the utilization of the Community Center for the "CoCo Vote-N-Go" Program.

G. MANAGER'S REPORT – Discussion and Possible Action

1. Accept the presentation regarding the River Otters successful season and authorize the Proclamation recognizing and congratulating Rick Pierce and the team on their success and contributions to the community.

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESENTATIONS

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Contra Costa County Supervisor Piepho regarding Blue-Green Algae community response dated August 4, 2016.
2. Received – Contra Costa County Supervisor Piepho regarding Discovery Bay P6 CAC Funding Request dated August 17, 2016.
3. Received – Contra Costa Health Services regarding the Blue-Green Algae Blooms dated August 18, 2016.
4. Received – Contra Costa County Department of Conservation and Development regarding the Liberty Union High School District purchase of APN's dated August 24, 2016.
5. Received – State Route 4 Bypass Authority meeting minutes for June 30, 2016.

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of September 21, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



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**There are no written materials for
agenda items listed below:**

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- G. MANAGER'S REPORT – Discussion and Possible Action
- H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I. PRESENTATIONS
- J. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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

Wednesday, August 17, 2016

SPECIAL MEETING – 4:30 p.m. – 7:00 p.m.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT – 4:30 p.m.

A. ROLL CALL

1. Call business meeting to order 4:30 p.m. – By President Pease
2. Roll Call – All Present

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

D. CLOSED SESSION:

1. Public Employee Appointment pursuant to CA Government Code Section 54957
Title: General Manager
(Interview Potential Candidate)

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

F. ADJOURNMENT

1. The meeting adjourned at 6:34 p.m. to the Regular Meeting on August 17, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-18-16

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday August 17, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Vice-President Leete
3. Roll Call – All Present

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update regarding the report along with other fire engine sources provided assistance from other counties. Chief Henderson provided an update regarding Auto Aid; also, provided an update regarding LAFCO Municipal Service Review; also, introduced a new director Megan Bell.

D. 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. Approval of DRAFT minutes of special meeting for August 3, 2016
2. Approval of DRAFT minutes of regular meeting for August 3, 2016
3. Approval of DRAFT minutes of special meeting for August 6, 2016
4. Approve Register of District Invoices
5. Consider approval of the report and authorize the General Manager to sign the Notice of Completion for the Equipment Cover Project and release the remaining retention.
6. Consider approval of the report and authorize the General Manager to sign the Notice of Completion for the Secondary Improvement Project – Plant No. 2 and release the remaining retention.
7. Consider approving the 2016 Salary Schedule as recommended by the Interim General Manager.

Motion by: Vice-President Leete to approve the Consent Calendar with the 2016 Salary Schedule attached for agenda item D-7.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of July 2016

Project Manager Berney Sadler – Provided the details of the July 2016 Monthly Operations Report.

F. BUSINESS AND ACTION ITEMS

1. Consider authorizing the agency comment request – DP16-3032 – Discovery Bay Country Club Existing Guard Shack Relocation.

President Pease recused himself for agenda item F-1 due to his membership on the Association's Board. Vice-President Leete chaired for this item.

Motion by: Director Simon to authorize the Interim General Manager to send a letter on behalf of the Town of Discovery Bay recommending approval of the proposed administrative review application for the Discovery Bay Country Club Home Owners Association existing Guard Shack relocation.

Second by: Director Steele

Vote – Motion Carried – AYES: 4 – Vice-President Leete, Director Graves, Director Simon, Director Steele, NOES: 0, RECUSED: 1 – President Pease

2. Consider approval to waive fees for the Odyssey of the Mind program for the use of the Discovery Bay Community Center Art Room for the 2016-17 school year.

There was discussion between the Board, the Parks and Landscape Manager, the General Manager regarding the proposed improvements to be installed by the Odyssey of the Mind for last year's use of the classroom space.

Motion by: Vice-President Leete to approve the waiver of the fees for the Odyssey program 2016-17 School Year, and refer the matter to the Park and Recreation Committee to assure the completion of the previous commitment for the 2015-16 School year as well as to ensure an appropriate community contribution for the current school year is proposed and completed.

Second by: President Pease

Vote: Motion Carried – AYES: 3 – President Pease, Vice-President Leete, Director Steele, NOES: 1 – Director Simon, ABSTAIN: 1 – Director Graves

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. PRESENTATIONS

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided update regarding the Cecchini Property conservation easement.

Director Steele – Provided an update regarding the Byron Union School District meeting – finishing the bond and funding – renovating portables.

J. MANAGER'S REPORTS – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Kutsuris – Provided an update on the information from the Health Department regarding the Algae Bloom. The board requested the sign be modified to clarify the information which comes from the County Health Department.

General Manager Kutsuris – Informed the board that the County Traffic Engineer has been invited to an informal meeting on September 1, 2016 from 3:30 p.m. to 5:00 p.m. at the Community Center to discuss the traffic issues that have been raised by the community.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Water and Wastewater Committee – Next meeting August 30, 2016
2. Park and Recreation Committee – Will meet August 18, 2016

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – East Contra Costa Fire Protection District meeting minutes for July 11, 2016
2. Received – California Special Districts Association regarding 2017 CSDA Committee & Expert Feedback Team Participation – August 1, 2016

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

1. The meeting adjourned at 7:27 p.m. to the next Regular meeting of September 7, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-18-16

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 07, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Catherine Kutsuris, Interim General Manager 

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 742,616.61

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 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: E-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 07, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Brentwood Ace Hardware	808/073016	Landscape Reimb (Z61)	07/30/16	\$15.67
Calco Fence, Inc.	16-261	Roll Gate And Fence Fire Station (Z57,Z61)	08/19/16	\$1,972.40
Comcast	8155400350357156/816	Internet Service (Z57,Z61)	08/15/16	\$64.28
Commercial Tree Care	26073	Pruning Palm Trees (Z61)	08/17/16	\$875.00
Delta Debris Box Service	1221784	40Yd Bin (Z57,Z61)	07/31/16	\$201.50
Home Front Heating And Air Conditioning	25591	Heating & Air Conditioner New Landscape Office (Z57,Z61)	08/18/16	\$380.00
Jett Landscape Architecture	17394	Landscape Reimb (Z61)	08/15/16	\$697.50
Office Depot	853628927001	Office Supplies (Z57,Z61)	07/28/16	\$66.70
Tee Janitorial & Maintenance	8428	Janitorial Service Aug 2016 (Z57,Z61)	08/22/16	\$80.00
U.S. Bank Corporate Payment System	4246044555703473/716	Landscape Reimb (Z35,Z57,Z61)	07/25/16	\$41.59
		Contra Costa County	Sub-Total	\$4,394.64
Water				
Aflac	718249	Supplemental Insurance Aug 2016	08/25/16	\$311.72
Alhambra	13710019 080516	Bottle Water Delivery	08/05/16	\$10.80
Badger Meter	80007678	Beacon Cellular Data July 2016	08/01/16	\$2,222.33
Bartle Wells Associates	1010D	Water Rate Study	08/03/16	\$896.08
Bay Area News Group	984553	Classified Advertising	07/31/16	\$199.26
Bill Pease	AUG 2016	Expense Report Aug 2016	09/01/16	\$230.00
Bob Murray & Associates	6850	Professional Services	08/17/16	\$884.49
Brentwood Ace Hardware	808/073016	General Repairs	07/30/16	\$116.50
California Rural Water Association	2016-2017	Membership Dues 2016-2017	08/16/16	\$1,146.00
Catherine Kutsuris	AUG 2016	Expense Report Aug 2016	08/23/16	\$16.33
Chris Steele	AUG 2016	Expense Report Aug 2016	09/01/16	\$276.00
Contra Costa County Treasurer-Tax Collect	7999990083/CF4876XC	Property Tax 2016-2017	07/01/16	\$13.38
County Of Contra Costa, Dept of Info Tec	10486	Data Processing Charges July 2016	08/17/16	\$19.80
EnerPower	68194	Electric Energy Charges 05/13/16-06/10/16	07/21/16	\$440.00
EnerPower	68195	Electric Energy Charges 05/12/16-06/10/16	07/21/16	\$700.00
EnerPower	68196	Electric Energy Charges 06/09/16-06/30/16	07/21/16	\$428.00
EnerPower	68296	Electric Energy Charges 06/11/16-06/30/16	08/24/16	\$100.00
EnerPower	68297	Electric Energy Charges 06/11/16-06/30/16	08/24/16	\$869.00
Freedom Mailing Service, Inc	29517	Water Bill Processing Aug 2016	08/10/16	\$1,054.50
J.W. Backhoe & Construction, Inc.	2633	Replaced Broken Gate Valve Willow Lake Rd	07/26/16	\$4,150.00
J.W. Backhoe & Construction, Inc.	2640	Fire Hydrant Replacement Sand Point Rd'	08/19/16	\$8,802.65
J.W. Backhoe & Construction, Inc.	2641	Paved Sand Point & Beaver	08/19/16	\$5,985.83
J.W. Backhoe & Construction, Inc.	2642	Water Leak Lighthouse Place	08/19/16	\$5,657.74
Koff & Associates	3291	Class & Compensation Study	08/07/16	\$182.40
Lawrence Backhoe Service, INC.	1736	Water Meter Replacement Consultation	08/22/16	\$520.00
Luhdorff & Scalmanini	31889	Groundwater Sustainability Plan	05/29/16	\$1,566.00
Luhdorff & Scalmanini	32008	Groundwater Sustainability Plan	06/26/16	\$418.50
Luhdorff & Scalmanini	32105	General Engineering Services July 2016	07/31/16	\$4,361.00
Luhdorff & Scalmanini	32106	Urban Water Management Plan	07/31/16	\$1,962.50
MailFinance	N6085503	Quarterly Postage Lease	08/16/16	\$96.41
Mark Simon	AUG 2016	Expense Report Aug 2016	09/01/16	\$230.00
National Meter & Automation, Inc.	S1075096.001	Replacement Meters	08/15/16	\$6,837.68
National Meter & Automation, Inc.	S1075096.002	Replacement Meters	08/15/16	\$2,256.80
Office Depot	852656301001	Office Supplies	07/25/16	\$41.34
Office Depot	854488534001	Office Supplies	08/02/16	\$56.35
Office Depot	854488745001	Office Supplies	08/02/16	\$8.52
Office Depot	856753834001	Office Supplies	08/11/16	\$46.36
Office Depot	857040811001	Office Supplies	08/12/16	\$35.51
Office Depot	857040884001	Office Supplies	08/12/16	\$11.98
Office Depot	858255550001	Office Supplies	08/18/16	\$110.50
Office Depot	858598060001	Office Supplies	08/19/16	\$27.89
Pacific Gas & Electric	1521433231-2/081216	Electric & Gas Bill 07/13/16-08/11/16	08/12/16	\$7,892.81
Pacific Gas & Electric	2943721807-5/081216	Electric & Gas Bill 07/11/16-08/09/16	08/12/16	\$31,660.30
Paul E. Vaz Trucking, Inc.	43843	Material 08/16/16	08/16/16	\$491.23
Paul E. Vaz Trucking, Inc.	43844	Freight 08/16/16	08/16/16	\$542.50
R & B Company	S1586566.001	PVC Parts and Fittings	08/16/16	\$192.13
ReliaStar Life Insurance Company	#JR52.457(B) 083116	457(b) 08/16/16-08/31/16	08/31/16	\$410.04

Ricoh USA, Inc	5044031228	Photocopier Aug 2016	08/19/16	\$93.86
Robert Leete	AUG 2016	Expense Report Aug 2016	09/01/16	\$230.00
SDRMA	20296	Ancillary Benefits Sept 2016	08/25/16	\$435.24
Shred-It USA-Concord	9411928560	Shredding Service	08/12/16	\$29.90
Some Gave All	AUG 2016	Expense Report Aug 2016	09/01/16	\$276.00
TASC	450775312003/0916	IRS Sec 125 Health Savings Plan	08/29/16	\$241.66
Tee Janitorial & Maintenance	8428	Janitorial Service Aug 2016	08/22/16	\$285.60
Town of Discovery Bay CSD	10247	Rental Of Community Center FY2016-2017	08/24/16	\$12,000.00
U.S. Bank Corporate Payment System	4246044555703473/716	Travel & Meetings	07/25/16	\$317.43
U.S. Bank Corporate Payment System	4246044555703473/716	Training & Education BOD	07/25/16	\$270.00
U.S. Bank Corporate Payment System	4246044555703473/716	Training & Education	07/25/16	\$258.00
U.S. Bank Corporate Payment System	4246044555703473/716	Telephone General	07/25/16	\$78.30
U.S. Bank Corporate Payment System	4246044555703473/716	Telecom Networking	07/25/16	\$398.19
U.S. Bank Corporate Payment System	4246044555703473/716	Vehicle & Equipment Fuel	07/25/16	\$340.03
U.S. Bank Corporate Payment System	4246044555703473/716	Info System	07/25/16	\$294.80
U.S. Bank Corporate Payment System	4246044555703473/716	Misc Small Tools	07/25/16	\$200.52
U.S. Bank Corporate Payment System	4246044555703473/716	Office Supplies	07/25/16	\$34.80
U.S. Bank Corporate Payment System	4246044555703473/716	Personal Protective Equipment	07/25/16	\$69.00
U.S. Bank Corporate Payment System	4246044555703473/716	Special Expense	07/25/16	\$10.00
Univar	SJ762168	Chemicals Delivered 07/29/16	07/29/16	\$254.78
Univar	SJ762169	Chemicals Delivered 07/29/16	07/29/16	\$165.90
Univar	SJ764086	Chemicals Delivered 08/05/16	08/05/16	\$217.25
Univar	SJ764087	Chemicals Delivered 08/05/16	08/05/16	\$276.50
Univar	SJ765579	Chemicals Delivered 08/12/16	08/12/16	\$193.55
Univar	SJ765580	Chemicals Delivered 08/12/16	08/12/16	\$181.70
Univar	SJ767443	Chemicals Delivered 08/22/16	08/22/16	\$274.53
Univar	SJ767448	Chemicals Delivered 08/22/16	08/22/16	\$260.70
Upper Case Printing, Ink.	10980	Office Supplies	08/04/16	\$14.58
Upper Case Printing, Ink.	10996	Water Bill Insert	08/11/16	\$107.25
Veolia Water North America	59824	Preventative & Corrective June 2016	07/22/16	\$1,537.48
Veolia Water North America	60632	Preventative & Corrective July 2016	08/25/16	\$1,228.22
Verizon Wireless	9769414077	Cell Phone Bill July 2016	07/29/16	\$881.74

Water Sub-Total \$115,946.67

Wastewater

Aflac	718249	Supplemental Insurance Aug 2016	08/25/16	\$467.58
Alhambra	13710019 080516	Bottle Water Delivery	08/05/16	\$16.20
Auburn Constructors Inc.	1505-002	WWTP#2 Effluent Filtration	07/27/16	\$188,337.50
Auburn Constructors Inc.	1505-003	WWTP#2 Effluent Filtration	08/29/16	\$225,387.50
Bartle Wells Associates	1010E	Wastewater Rate Study	08/03/16	\$330.00
Bay Area News Group	984553	Classified Advertising	07/31/16	\$49.14
Bill Pease	AUG 2016	Expense Report Aug 2016	09/01/16	\$345.00
Bob Murray & Associates	6850	Professional Services	08/17/16	\$1,326.73
Brentwood Ace Hardware	808/073016	General Repairs	07/30/16	\$95.77
Brentwood Ace Hardware	808/073016	Misc Small Tools	07/30/16	\$29.27
Cascade Integration And Development	1150	SCADA System Upgrade	07/01/16	\$1,130.24
Catherine Kutsuris	AUG 2016	Expense Report Aug 2016	08/23/16	\$24.49
Chris Steele	AUG 2016	Expense Report Aug 2016	09/01/16	\$416.65
Cintas	185566713	Uniforms	08/10/16	\$14.20
Cintas	185567590	Uniforms	08/17/16	\$14.20
Cintas	185568480	Uniforms	08/24/16	\$14.20
Comcast	8155400350232938/816	Internet Service WWTP#2	08/03/16	\$116.17
Comcast	8155400350232946/816	Internet Service WWTP#1	08/03/16	\$91.12
County of Contra Costa Public Works Dept	51258/349480	Vehicle Storage Facility	07/31/16	\$23.63
County Of Contra Costa, Dept of Info Tec	10486	Data Processing Charges July 2016	08/17/16	\$29.70
EnerPower	68193	Electric Energy Charges 06/10/16-06/30/16	07/21/16	\$199.00
Kleinfelder, Inc.	1115971	Effluent Filtration Project	07/31/16	\$2,277.55
Koff & Associates	3291	Class & Compensation Study	08/07/16	\$273.60
MailFinance	N6085503	Quarterly Postage Lease	08/16/16	\$144.62
Mark Simon	AUG 2016	Expense Report Aug 2016	09/01/16	\$345.00
Office Depot	852656301001	Office Supplies	07/25/16	\$62.01
Office Depot	854488534001	Office Supplies	08/02/16	\$84.52
Office Depot	854488745001	Office Supplies	08/02/16	\$12.77
Office Depot	854488746001	Office Supplies	08/02/16	\$9.54
Office Depot	856753834001	Office Supplies	08/11/16	\$69.54
Office Depot	857040811001	Office Supplies	08/12/16	\$53.27
Office Depot	857040884001	Office Supplies	08/12/16	\$17.96
Office Depot	858255550001	Office Supplies	08/18/16	\$165.76
Office Depot	858598060001	Office Supplies	08/19/16	\$41.84
Pacific Gas & Electric	1181942262-4/080916	Electric & Gas Bill 07/08/16-08/08/16	08/09/16	\$4,563.53
Pacific Gas & Electric	7312115758-7/091216	Electric & Gas Bill 07/12/16-08/10/16	08/12/16	\$37,286.74

ReliaStar Life Insurance Company	#JR52 457(B) 083116	457(b) 08/16/16-08/31/16	08/31/16	\$615.06
Ricoh USA, Inc	5044031228	Photocopier Aug 2016	08/19/16	\$140.79
Robert Leete	AUG 2016	Expense Report Aug 2016	09/01/16	\$345.00
SDRMA	20296	Ancillary Benefits Sept 2016	08/25/16	\$652.87
Shred-It USA-Concord	9411928560	Shredding Service	08/12/16	\$44.86
Some Gave All	AUG 2016	Expense Report Aug 2016	09/01/16	\$422.45
TASC	450775312003/0916	IRS Sec 125 Health Savings Plan	08/29/16	\$362.49
Tee Janitorial & Maintenance	8428	Janitorial Service Aug 2016	08/22/16	\$428.40
Telstar Instruments, Inc.	87081	Pump Station G	08/12/16	\$14,036.53
Telstar Instruments, Inc.	87086	Pump Station G	08/12/16	\$2,294.96
Town of Discovery Bay CSD	10247	Rental Of Community Center FY2016-2017	08/24/16	\$18,000.00
U.S. Bank Corporate Payment System	4246044555703473/716	Travel & Meetings	07/25/16	\$476.15
U.S. Bank Corporate Payment System	4246044555703473/716	Training & Education BOD	07/25/16	\$405.00
U.S. Bank Corporate Payment System	4246044555703473/716	Training & Education	07/25/16	\$387.00
U.S. Bank Corporate Payment System	4246044555703473/716	Telephone General	07/25/16	\$325.13
U.S. Bank Corporate Payment System	4246044555703473/716	Telecom Networking	07/25/16	\$597.29
U.S. Bank Corporate Payment System	4246044555703473/716	Vehicle & Equipment Fuel	07/25/16	\$339.34
U.S. Bank Corporate Payment System	4246044555703473/716	Vehicle Repair & Maintenance	07/25/16	\$13.00
U.S. Bank Corporate Payment System	4246044555703473/716	General Repair	07/25/16	\$78.86
U.S. Bank Corporate Payment System	4246044555703473/716	Info System	07/25/16	\$442.20
U.S. Bank Corporate Payment System	4246044555703473/716	Office Supplies	07/25/16	\$52.20
U.S. Bank Corporate Payment System	4246044555703473/716	Special Expense	07/25/16	\$14.99
Upper Case Printing, Ink.	10980	Office Supplies	08/04/16	\$21.87
Veolia Water North America	59823	Repair & Maintenance June 2016	07/22/16	\$117.00
Veolia Water North America	59824	Preventative & Corrective June 2016	07/22/16	\$3,227.73
Veolia Water North America	59944	Secondary Process Improvements June 2016	07/25/16	\$125.72
Veolia Water North America	60632	Preventative & Corrective July 2016	08/25/16	\$6,752.23
Veolia Water North America	60754	Vehicle Repair & Maintenance July 2016	08/25/16	\$240.00
Verizon Wireless	9769414077	Cell Phone Bill July 2016	07/29/16	\$297.27

Wastewater Sub-Total \$515,122.93

Community Center

Community Center Sub-Total \$0.00

Grand Total \$635,464.24

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 07, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Albert Harcourt	3	Community Center-Program Fees	08/30/16	\$567.00
Alhambra	13710019 080516	Community Center-Bottle Water Delivery	08/05/16	\$59.99
BAPPOA	1	Community Center-Memberships	08/29/16	\$50.00
Big Dog Computer	BDC33244	Community Center-Printer Repair	08/02/16	\$97.50
Brentwood Ace Hardware	808/073016	Building Maintenance	07/30/16	\$54.65
Brentwood Ace Hardware	808/073016	Community Center-Landscape Maintenance	07/30/16	\$38.22
Brentwood Press & Publishing	190374	Community Center-Fall Activity Guides	08/23/16	\$4,898.00
Calco Fence, Inc.	16-261	Roll Gate And Fence Fire Station	08/19/16	\$2,465.50
Cintas	185566713	Uniforms	08/10/16	\$60.04
Cintas	185566713	Community Center-Mats	08/10/16	\$63.47
Cintas	185567590	Uniforms	08/17/16	\$54.61
Cintas	185567590	Community Center-Mats	08/17/16	\$63.46
Cintas	185568480	Uniforms	08/24/16	\$54.61
Cintas	185568480	Community Center-Mats	08/24/16	\$63.46
Comcast	8155400350238372/816	Community Center-Internet Service	08/22/16	\$170.35
Comcast	8155400350357156/816	Internet Service	08/15/16	\$80.38
Commercial Tree Care	26073	Pruning Palm Trees	08/17/16	\$15,000.00
Commercial Tree Care	26073	Community Center-Pruning Palm Trees	08/17/16	\$7,050.00
Delta Debris Box Service	1221784	40Yd Bin	07/31/16	\$443.30
Department of Justice	182769	Community Center-Pre Employment Screening	08/05/16	\$49.00
Discovery Bay Pickleball Club	1	Pickleball Net Reimb.	07/07/16	\$147.58
Discovery Pest Control	189009	Community Center-Pest Control	08/23/16	\$99.00
Home Front Heating And Air Conditioning	25591	Heating & Air Conditioner New Landscape Office	08/18/16	\$475.00
Hydropoint Data Systems, Inc.	1033103/HR115159	WeatherTrak Service	08/15/16	\$225.00
Karina Dugand	2016	Community Center-Program Fees	08/29/16	\$286.50
Kidz Love Soccer	2016SU-F122	Community Center-Program Fees	07/25/16	\$960.00
Lincoln Equipment, Inc.	SI298020	Community Center-Pool Chemicals	08/03/16	\$614.22
Lincoln Equipment, Inc.	SI298802	Community Center-Pool Chemicals	08/17/16	\$119.90
Office Depot	853628740001	Office Supplies	07/28/16	\$21.12
Office Depot	853628927001	Office Supplies	07/28/16	\$33.37
Office Depot	853628927001	Community Center-Office Supplies	07/28/16	\$42.39
Office Depot	856657849001	Community Center-Office Supplies	08/11/16	\$313.88
Office Depot	856658063001	Community Center-Office Supplies	08/11/16	\$8.79
Pacific Gas & Electric	0869258994-1/081016	Electric & Gas Bill 07/09/16-08/09/16	08/10/16	\$514.92
Pacific Gas & Electric	5702839598-6	Community Center-Electric & Gas Bill 07/08/16-08/08/16	08/10/16	\$1,695.65
Pacific Gas & Electric	5939734421-5/081616	Electric & Gas Bill 07/16/16-08/16/16	08/16/16	\$7,689.14
Tee Janitorial & Maintenance	8428	Janitorial Service Aug 2016	08/22/16	\$720.00
Tee Janitorial & Maintenance	8428	Community Center-Janitorial Service Aug 2016	08/22/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 07/01/16-07/31/16	07/31/16	\$39.27
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 07/01/16-07/31/16	07/31/16	\$925.23
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 07/01/16-07/31/16	07/31/16	\$38.36
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 07/01/16-07/31/16	07/31/16	\$1,758.72
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 07/01/16-07/31/16	07/31/16	\$545.00
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 07/01/16-07/31/16	07/31/16	\$586.36
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 07/01/16-07/31/16	07/31/16	\$187.92
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 07/01/16-07/31/16	07/31/16	\$50.46
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 07/01/16-07/31/16	07/31/16	\$304.84
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 07/01/16-07/31/16	07/31/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 07/01/16-07/31/16	07/31/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 07/01/16-07/31/16	07/31/16	\$69.70
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 07/01/16-07/31/16	07/31/16	\$71.28
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 07/01/16-07/31/16	07/31/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 07/01/16-07/31/16	07/31/16	\$76.02
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 07/01/16-07/31/16	07/31/16	\$433.10
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 07/01/16-07/31/16	07/31/16	\$14.66
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 07/01/16-07/31/16	07/31/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 07/01/16-07/31/16	07/31/16	\$25.18
Town of Discovery Bay, CSD	482	Payroll Reimbursement July 2016	08/31/16	\$41,382.64
U.S. Bank Corporate Payment System	4246044555703473/716	Telecom Networking	07/25/16	\$58.36
U.S. Bank Corporate Payment System	4246044555703473/716	Vehicle & Equipment Fuel	07/25/16	\$336.38
U.S. Bank Corporate Payment System	4246044555703473/716	Landscape Maintenance	07/25/16	\$234.72
U.S. Bank Corporate Payment System	4246044555703473/716	Special Expense	07/25/16	\$100.00
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Travel & Meetings	07/25/16	\$137.72
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Events	07/25/16	\$1,162.00
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Pre Employment Screening	07/25/16	\$35.17
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Telephone General	07/25/16	\$59.11
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Telecom Networking	07/25/16	\$58.36
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Monthly Software	07/25/16	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Computer Software	07/25/16	\$109.99
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Office Supplies	07/25/16	\$254.26
U.S. Bank Corporate Payment System	4246044555703473/716	Community Center-Pool Chemicals	07/25/16	\$1,303.01
Univar	SJ766290	Community Center-Pool Chemicals	08/16/16	\$940.19
Verizon Wireless	9769414077	Cell Phone Bill July 2016	07/29/16	\$88.92
Verizon Wireless	9769414077	Community Center-Cell Phone Bill July 2016	07/29/16	\$88.91
Watersavers Irrigation Inc.	1738934-00	Landscape Maintenance	08/11/16	\$386.20
Watersavers Irrigation Inc.	1741316-00	Landscape Maintenance	08/16/16	\$351.54
		Total		\$98,290.60

\$46,626.36

Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 07, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Calco Fence, Inc.	16-261	Roll Gate And Fence Fire Station	08/19/16	\$493.10
Cintas	185566713	Uniforms	08/10/16	\$60.99
Cintas	185567590	Uniforms	08/17/16	\$54.78
Cintas	185568480	Uniforms	08/24/16	\$54.78
Comcast	8155400350357156/816	Internet Service	08/15/16	\$16.07
Delta Debris Box Service	1221784	40Yd Bin	07/31/16	\$161.20
Home Front Heating And Air Conditioning	25591	Heating & Air Conditioner New Landscape Office	08/18/16	\$95.00
Office Depot	853628927001	Office Supplies	07/28/16	\$33.35
Pacific Gas & Electric	0403377952-3/080916	Electric & Gas Bill 07/08/16-08/08/16	08/09/16	\$143.92
Tee Janitorial & Maintenance	8428	Janitorial Service Aug 2016	08/22/16	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 07/01/16-07/31/16	07/31/16	\$200.56
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 07/01/16-07/31/16	07/31/16	\$2,378.08
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 07/01/16-07/31/16	07/31/16	\$290.90
Town of Discovery Bay, CSD	481	Payroll Reimbursement July 2016	08/31/16	\$3,515.23
U.S. Bank Corporate Payment System	4246044555703473/716	Telephone General	07/25/16	\$7.34
U.S. Bank Corporate Payment System	4246044555703473/716	Telecom Networking	07/25/16	\$58.37
U.S. Bank Corporate Payment System	4246044555703473/716	Vehicle & Equipment Fuel	07/25/16	\$288.82
U.S. Bank Corporate Payment System	4246044555703473/716	Equipment Repair	07/25/16	\$64.00
U.S. Bank Corporate Payment System	4246044555703473/716	Landscape Maintenance	07/25/16	\$116.92
U.S. Bank Corporate Payment System	4246044555703473/716	Personal Protective Equipment	07/25/16	\$150.00
U.S. Bank Corporate Payment System	4246044555703473/716	Special Expense	07/25/16	\$89.00
Verizon Wireless	9769414077	Cell Phone Bill July 2016	07/29/16	\$88.93
Williams Sanitary Service	29490	Restroom Rental	08/11/16	\$220.43
			Total	\$8,861.77



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
September 7, 2016

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Dina Breitstein, Finance Manager 

Agenda Title

Annual Disclosure pursuant to California Government Code Section 53065.5

Recommended Action

Receive and File (No Action Necessary)

Executive Summary

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2016 complies with Government Code Section 53065.5.

This is an annual disclosure.

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

N/A

Attachments

Reimbursements for the FY ending June 30, 2016

AGENDA ITEM: E-4

**Annual Compliance Report for FY 2015/2016
Government Code Section 53065.5**

Date	Name	Reason	Reimbursement Amt.
11/05/15	Bob Leete	Mileage/Conference	\$143.75
03/02/16	Bob Leete	Mileage/Conference	\$543.95
03/02/16	Bob Leete	Hotel/Conference	<u>\$544.11</u>
			\$1,231.81
10/23/16	Carol McCool	Mileage/Conference	\$196.20
10/23/16	Carol McCool	Hotel/Conference	<u>\$359.26</u>
			\$555.46
09/29/15	Chris Steele	Mileage/Conference	<u>\$162.53</u>
			\$162.53
10/07/16	Kevin Graves	Mileage/Conference	\$177.68
10/07/16	Kevin Graves	Hotel/Conference	\$668.22
02/17/16	Kevin Graves	Hotel/Conference	\$125.44
02/17/16	Kevin Graves	Conference	\$790.00
02/17/16	Kevin Graves	Flight/Conference	\$512.46
03/28/16	Kevin Graves	Conference	<u>\$161.27</u>
			\$2,435.07
11/10/15	Lesley Marable	Mileage	\$121.73
02/29/16	Lesley Marable	Mileage	\$114.71
04/21/16	Lesley Marable	Mileage	\$100.40
06/02/16	Lesley Marable	Mileage	<u>\$100.40</u>
			\$437.24
08/31/15	Sheredan Hart	Safety Equipment	\$150.00
05/23/16	Sheredan Hart	Safety Equipment	<u>\$150.00</u>
			\$300.00



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 7, 2016

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Establishing Fire Hydrant Policy Penalty and Fine Structure for Town of Discovery Bay.

Recommended Action

Consider adoption of Resolution No. 2016-15 establishing a Fire Hydrant Policy Penalty and Fine Structure to enforce Ordinance No. 7 in the Town of Discovery Bay.

Executive Summary

On June 1, 2016 staff provided the Board of Directors a proposed Fire Hydrant Policy. This policy was developed to protecting the Public Water Supply of the Town of Discovery Bay from contamination and theft in regards to the 560+/- fire hydrants located within the district boundary.

The policy was brought to the Board of Directors in accordance with Ordinance No. 7 dated January 17, 2001, hydrants may be used for other purposes. To protect the operability of these devices as well as the health and welfare of the public, the District maintains them and closely monitors their use. Therefore, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

Staff provided the framework and process to guide residents and businesses of the community of the rules, restrictions and regulations for obtaining a permit before utilizing the districts fire hydrants. The Board of Directors approved this policy by Resolution 2016-07 on June 1, 2016 with the expectation that staff would bring back to the Board a fine structure for violations of this policy.

Government Code section 53069.4(a)(1) allows a public agency to make a violation of an ordinance subject to an administrative fine or penalty. Government Code section 25132 provides limitations on fines for first, second, and third violations of ordinances of public agencies. The tiered limits differ for violations of local building and safety codes as opposed to all other infractions.

Ordinance No. 7 subsection 8.02 provides authority to the Board to set a penalty or fine for each violation of the use of hydrants. Violations of local building and safety codes can be higher than limits for other infraction violations. As hydrant use is a water quality, water consumption and fire safety issue, we believe the infraction should be considered a safety code violation; thus the applicable fine amounts are:

- 1) a fine not exceeding one hundred dollars (\$100) for a first violation;
- 2) a fine not exceeding five hundred dollars (\$500) for a second violation of the same subsection of the ordinance within one year; and
- 3) a fine not exceeding one thousand dollars (\$1,000) for each additional violation of the same subsection of the ordinance within one year of the first violation.

"Continued to the next page"

Please accept staff recommendation to consider the fines listed above for infractions of safety code violation of hydrant use under Ordinance No. 7 subsection 8.02.

Fiscal Impact: None

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Adoption of Resolution No. 2016-07 establishing a Fire Hydrant Policy for the Town of Discovery Bay – June 1, 2016
Adoption of Resolution No. 2016-13 establishing a Fire Hydrant Fee Structure for the Town of Discovery Bay – July 6, 2016

Attachments

Resolution No. 2016-15 Fire Hydrant Policy Penalty and Fine Structure

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
ADOPTING THE FIRE HYDRANT POLICY
PENALTY AND FINE STRUCTURE TO ENFORCE ORDINANCE NO. 7**

WHEREAS, on June 1, 2016 the TODB Board of Directors (“Board”) reviewed a proposed Fire Hydrant Policy (“Policy”) to protect the public water supply from contamination and theft in regards to the 560+/- fire hydrants located within TODB; and

WHEREAS, the Policy is in accordance with Ordinance No. 7 dated January 17, 2001, which allows hydrants to be used for other purposes and TODB staff maintain and closely monitors their use; and

WHEREAS, Ordinance No. 7 and the Policy provide the rules, restrictions and regulations for obtaining a permit before utilizing TODB fire hydrants and authorizes the Board to set fines for violations of Ordinance No. 7 or the Policy; and

WHEREAS, Government Code section 53069.4(a)(1) allows a public agency to make a violation of an ordinance subject to an administrative fine or penalty; and

WHEREAS, Government Code section 25132 provides limitations on fines for first, second, and third violations of ordinances of public agencies and the tiered limits differ for violations of local building and safety codes as opposed to all other infractions; and

WHEREAS, hydrant use is a water quality, water consumption and fire safety issue, and violations of the TODB hydrant use Ordinance No. 7 or the Policy should be considered a safety code violation;

WHEREAS, the TODB desires to set penalties and fees for violation of hydrant use under Ordinance No. 7, subsection 8.02 in the amounts acceptable for safety code violations.

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

SECTION 1. The penalties and fines listed below will apply for all violations of the hydrant use provisions in Ordinance No. 7 subsection 8.02 and the Policy:

- A) a fine not exceeding one hundred dollars (\$100) for the first violation;
- B) a fine not exceeding five hundred dollars (\$500) for the second violation of the same subsection of the ordinance within one year; and
- C) a fine not exceeding one thousand dollars (\$1,000) for each additional violation of the same subsection of the ordinance within one year of the first violation.

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

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF SEPTEMBER, 2016.

William Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 7, 2016, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Catherine Kutsuris
Interim Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 7, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Authorize the utilization of the Community Center for the "CoCo Vote-N-Go" Program

Recommended Action:

Authorize the use of the Community Center for the "CoCo Vote N Go" program.

Executive Summary:

The Contra Costa County Elections Office launched the "CoCo Vote N Go" program in November of 2014, and has now expanded the program to include all nineteen cities. The program places a red voting box at various locations throughout the County in order to increase the convenience for voters.

The Contra Costa County Elections Office would like to expand the program to include Discovery Bay. If approved, a special ballot box would be available at the Community Center beginning October 12th and concluding on November 8th.

The Elections Office staff would collect the ballots once/week during this time period. The program requires minimal assistance for District staff (opening and closing the voting box daily and recording serial numbers of the lock seals).

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: F-2

AUG 16 2016



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

COMMITTEES

Delta Protection Commission, Chair

Delta Stewardship Council

Local Agency Formation
Commission, Chair

Airport Coramittee, Chair

Transportation, Water &
Infrastructure Committee, Chair

California Identification System
Remote Access Network Board

City-County Relations Committee

Contra Costa County
Fire Protection District

Contra Costa County
Housing Authority

Dougherty Valley
Oversight Committee

East Contra Costa County
Habitat Conservancy

East Contra Costa Regional Fee &
Finance Authority

East County Water
Management Association

eBART Partnership Policy
Advisory Committee

Finance Committee

Open Space/Parks & East Bay Regional
Parks District Liaison Committee

State Route 4 Bypass Authority

TRANSPLAN, East County
Transportation Planning

Tri-Delta Transit

SERVING AS ALTERNATE

Association of Bay Area Governments

Contra Costa Transportation
Authority Board of Commissioners

Family & Human Services Committee

Legislation Committee

Mental Health Commission

Sacramento-San Joaquin
Delta Conservancy

August 4, 2016

Mr. Robert Lyman
President, Board of Trustees
Reclamation District 800
1540 Discovery Bay Blvd., Suite "A"
Discovery Bay, CA 94505

Dear President Lyman and Members of the Board,

Thank you for Jeff Conway's attendance at the meeting I hosted regarding the development of an appropriate community response to the Blue-Green Algae outbreak in Discovery Bay.

Recent laboratory tests have indicated that a number of toxins are present that are harmful to both people and animals from the Blue-Green Algae bloom. After discussions with the County Environmental Health Department, California State Water Board, and the Reclamation District (Rec 800), we have determined that water flow is the only controllable factor that can affect the Blue-Green Algae growth and life span.

It was mutually agreed by all agencies present that the Reclamation District could have a valuable role in managing this critical situation. The conclusion of the agencies present at the meeting was to request Rec 800's assistance in assessing water circulation as a method of controlling the algae. It is my hope that you will consider authorizing your Director to participate as necessary in order to determine how Rec 800 operations could assist in the possible prevention and abatement of this toxic algae for the community of Discovery Bay.

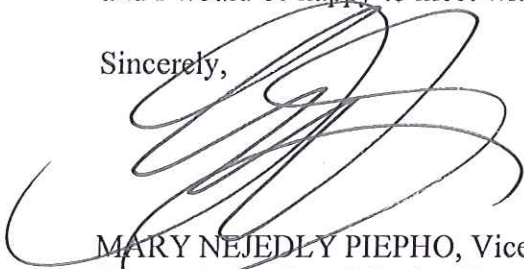
(continued)

Mr. Robert Lyman
Reclamation District 800
August 4, 2016

Page 2


Should you have any questions, please feel free to contact my office at (925) 252-4500 and I would be happy to meet with you.

Sincerely,



MARY NEJEDLY PIEPHO, Vice Chair
County Supervisor, District III

*Thank you
for your
leadership!*



Cc: Beverly Anderson-Abbs, State Water Resources Control Board
Marilyn Underwood, Director, Contra Costa County Environmental Health
Department
✓ Catherine Kutsuris, Interim General Manager, Town of Discovery Bay
Community Services District



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR

Discovery Bay CSD
Received
AUG 25 2016

COMMITTEES

Delta Protection Commission, Chair

Delta Stewardship Council

Local Agency Formation
Commission, Chair

Airport Committee, Chair

Transportation, Water &
Infrastructure Committee, Chair

California Identification System
Remote Access Network Board

City-County Relations Committee

Contra Costa County
Fire Protection District

Contra Costa County
Housing Authority

Dougherty Valley
Oversight Committee

East Contra Costa County
Habitat Conservancy

East Contra Costa Regional Fee &
Finance Authority

East County Water
Management Association

eBARI Partnership Policy
Advisory Committee

Finance Committee

Open Space/Parks & East Bay Regional
Parks District Liaison Committee

State Route 4 Bypass Authority

TRANSPLAN, East County
Transportation Planning

Tri-Delta Transit

SERVING AS ALTERNATE

Association of Bay Area Governments

Contra Costa Transportation
Authority Board of Commissioners

Family & Human Services Committee

Legislation Committee

Mental Health Commission

Sacramento-San Joaquin
Delta Conservancy

August 17, 2016

Sheriff-Coroner David O. Livingston
Contra Costa County Sheriff's Department
651 Pine Street, Floor 7
Martinez, CA 94553

Re: Discovery Bay P6 CAC Funding Request

Dear Sheriff Livingston,

Thank you for the recent consideration of requests from the Discovery Bay P6 Citizen Advisory Committee (DB P6 CAC). As you know, it is important for our advisory committees to be heard on what they feel their community needs relative to public safety.

At the most recent DB P6 CAC Meeting the Committee determined to seek your consideration of having a Community Services Officer (CSO) in lieu of the original request for an additional Deputy to serve the Discovery Bay Area. This would provide an enhanced level of public safety for the community and come at a reduced cost to the taxpayers compared to that of a fully sworn deputy.

Additionally, the Committee requests to use DB P6 CAC funds to purchase speed deterrents equipment. Specifically;

- Two Antenna Radar Systems
- Two LIDAR handles with storage stands
- A mobile Stalker SAM Trailer

The Deputies need to be trained and certified to use each listed deterrent tool. The total costs for equipment and training is not expected to exceed \$25,000. The CAC has determined that if approved this equipment would be an added benefit to the community in order to address the increase in

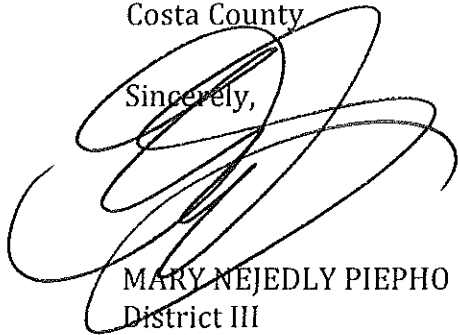
requests for the Sheriff's Department to assist in speed related enforcement for the Discovery Bay area. The last budget document received for Fiscal year 2014/2015, estimated revenue is \$617k annually, the funds available in the account are approximately \$1.784 million.

Please give this request your due consideration and authorize the DB P6 CAC funds to be used for a CSO and the speed deterrents as referenced above.

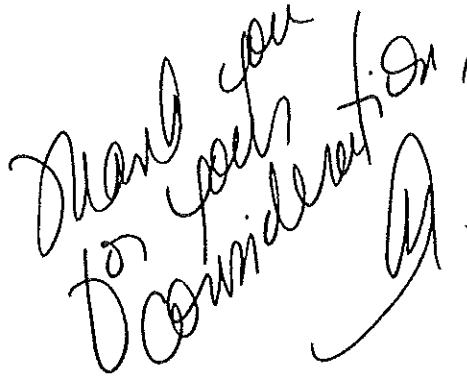
Please feel free to contact Alicia Nuchols in my office at 925-252-4500 with questions regarding this specific request or call me regarding this or any other matter of mutual interest.

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

Sincerely,



MARY NEJEDLY PIEPHO
District III
Contra Costa County Supervisor



Cc: Bill Pease, President, Town of Discovery Bay Board of Directors
✓ Catherine Kutsuris, General Manager, Town of Discovery Bay
Richard Kane, Chair, Discovery Bay P6 Advisory Committee

MNP:an

William B. Walker, MD Discovery Bay CSD
Health Services Director

Randall L. Sawyer
Chief Environmental Health & HazMat Officer

Marilyn C. Underwood, PhD, REHS
Director of Environmental Health

Received
AUG 26 2016



Contra Costa
Environmental Health
2120 Diamond Blvd., Suite 200
Concord, CA 94520
Phone: (925) 692-2500
Fax: (925) 692-2502
www.cchealth.org/eh/

August 18, 2016

Dear Discovery Bay Resident,

We wanted to let you know that laboratory test results received last week found elevated levels of a toxin produced by blue-green algae blooms in several water samples taken from the Discovery Bay community in July.

Your tap water is unaffected and safe to use.

We encourage you and your pets to avoid contact with bodies of water in the area until the algae blooms dissipate. We have provided warning signs to your local authorities to post in public access areas within the community.

Though we did not test every part of Discovery Bay, the advice to stay out of the water for all of Discovery Bay is based on the knowledge that the water is actively pumped from one place to the next and so water that is in one location today may be in a different location tomorrow.

Please avoid drinking or touching the water or any scum on the water until further notice, and don't let your dogs swim in Discovery Bay.

You can view the signs, a map of the sites where sampling has taken place, and answers to questions we've received from your neighbors at cchealth.org.

It's important to know that dogs are especially vulnerable to getting sick from this toxin, and there have been reports from past incidents of dogs dying after drinking the water or licking algae from their fur after swimming in water with blue-green algae blooms.

Bloom conditions can change rapidly, so we cannot reliably say which areas are contaminated at any given time. Again, we recommend minimizing contact with the water in Discovery Bay and when in doubt, stay out for your safety and the safety of your pets.

Any updates we receive will be communicated to you via our website at cchealth.org.

Please continue to check cchealth.org for updated information from Environmental Health.

Thank you,

Marilyn C. Underwood, PhD, REHS
Director of Environmental Health

MCU:cdm



**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

Victoria Mejia
Business Operations Manager

August 24, 2016

Eric Volta, Superintendent
Liberty Union High School District
20 Oak Street
Brentwood, CA 94513

Subject: LUHSD Purchase of APN #s: 011210028, 011210027, 011210026

Dear Superintendent Volta:

It has come to the County's attention that last year the Liberty Union High School District (LUHSD) purchased Assessor's Parcel Number (APN) 011210028 south of Discovery Bay at the end of Kellogg Creek Road. Public Resources Code §21151.2 and Government Code §65402 require, among other actions, that school districts notify the local planning department and planning commission prior to any acquisition. To my knowledge, the County received no such notification. These notifications help keep the County informed of activities in the unincorporated areas. In addition, these statutes help to promote collaboration between our two agencies through the reporting and investigative activities mentioned in the code.

We understand that this latest acquisition is expanding LUHSD's existing holdings immediately to the north (APNs 011210027 and 011210026) which were purchased in 2010. I understand that these two parcels were also purchased without the notification required in the aforementioned code sections.

If the subject parcels are to be developed such that they produce a positive community asset, include safe, sufficient access, and result in an adequate California Environmental Quality Act analysis, a collaborative process with the County will be critical. In this light, the land acquisitions without the required notifications are of concern to the County as we have responsibility for the transportation network surrounding the facility.

Eric Volta, Superintendent
August 23, 2016

I would appreciate it if we could meet to review our options for communicating and coordinating on these matters. If you or members of your staff could please contact me (674-7819, john.kopchik@dcd.cccounty.us) or John Cunningham, Principal Planner (925-674-7833, john.cunningham@dcd.cccounty.us) at your earliest convenience I would appreciate it.

Sincerely,



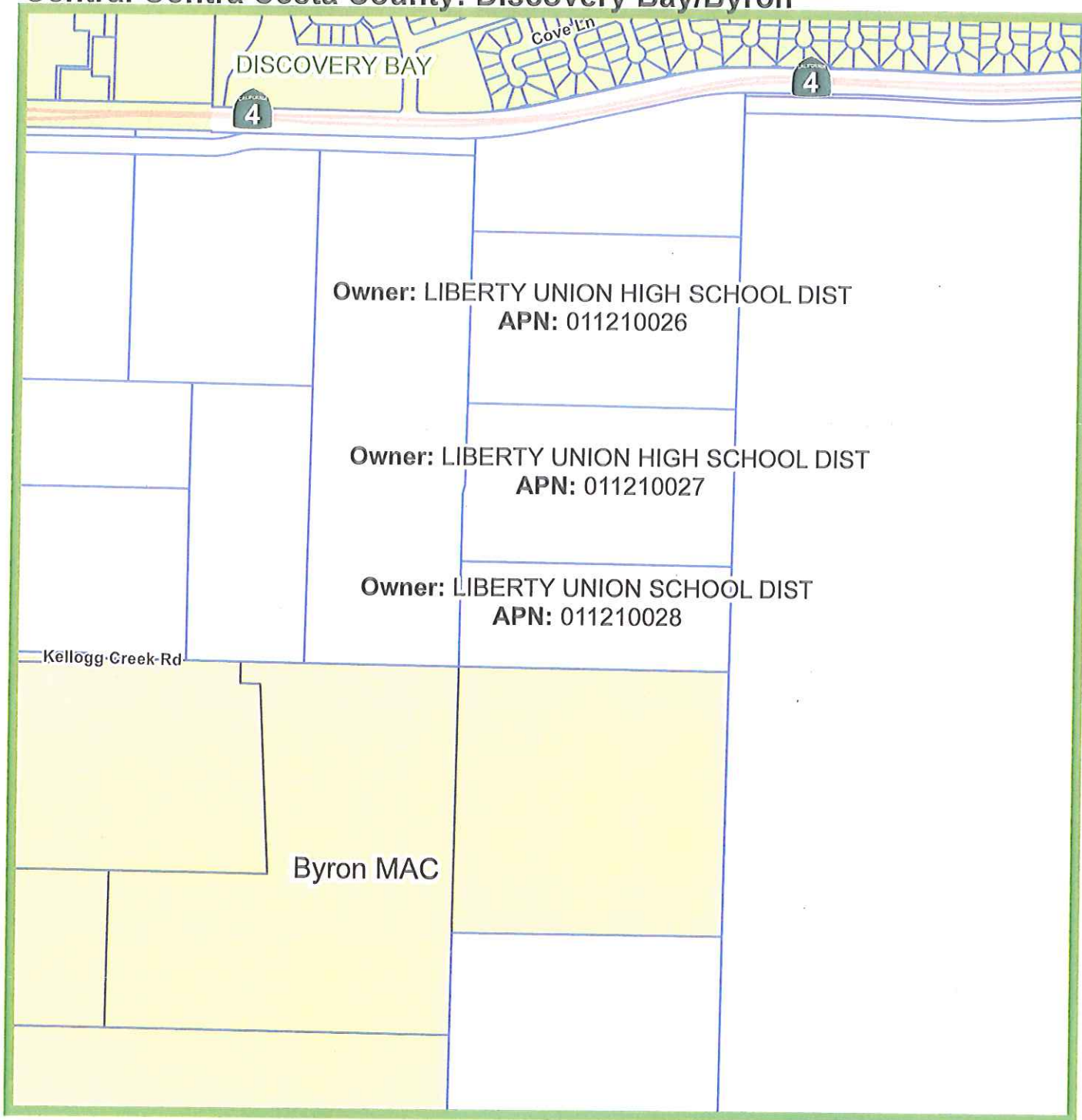
John Kopchik, Director
Contra Costa County Department of Conservation and Development

cc:

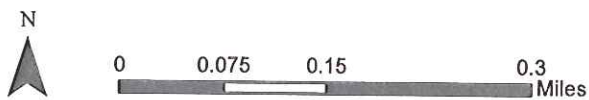
Federal D. Glover, Supervisor – District V
Mary N. Piepho, Supervisor – District III
Bryan Montgomery, City Manager – Oakley
Gustavo Vina, City Manager – Brentwood
Julie Bueren, Director – Public Works Department
Dan Peddycord, Director of Public Health – Health Services
Catherine Kutsuris, Interim General Manager – Discovery Bay CSD

Attachment: 5th High School Site Area Map

Central Contra Costa County: Discovery Bay/Byron



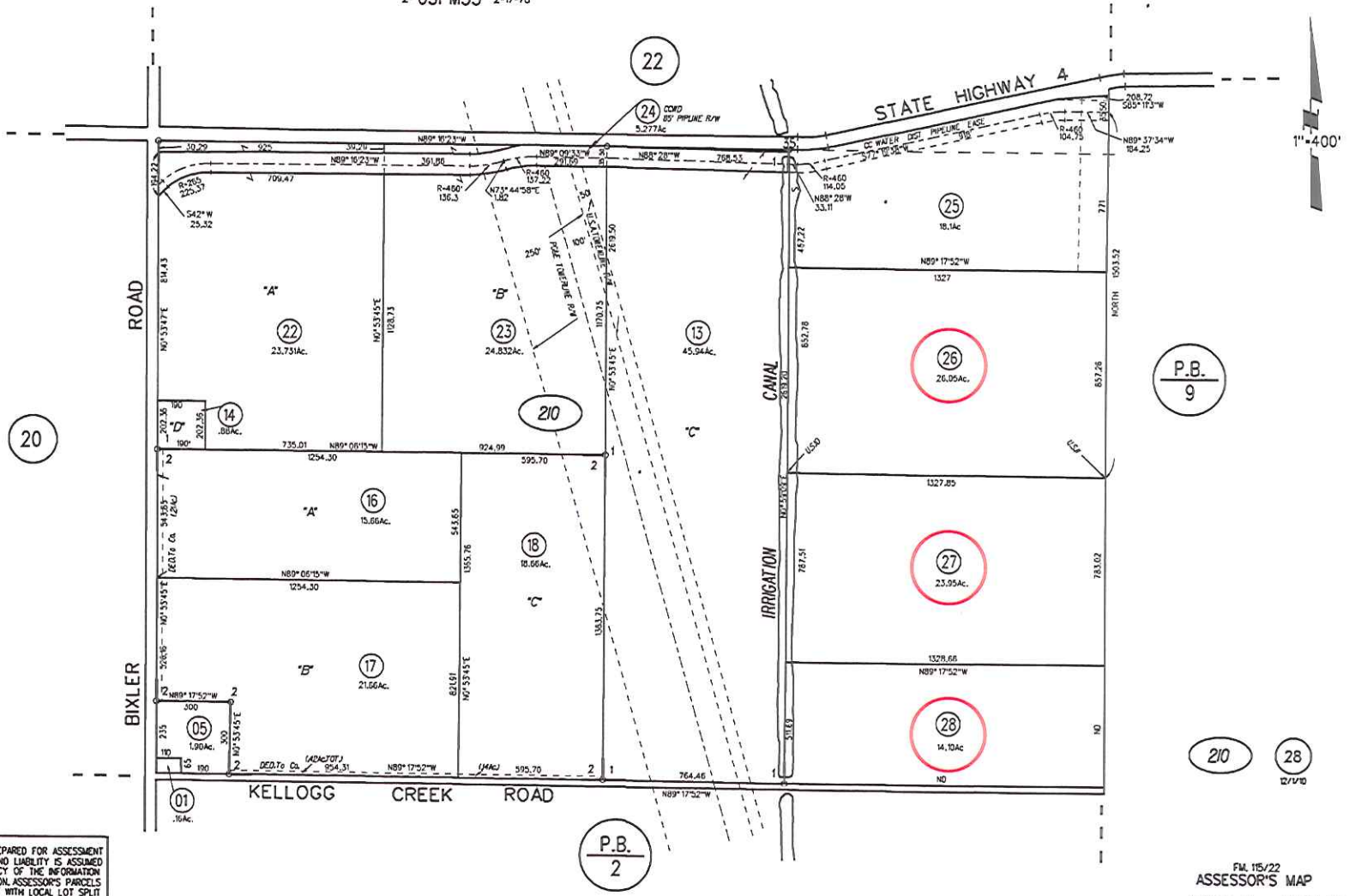
- DISCOVERY BAY CSD
- Byron MAC
- Parcel Lines



POR. S 1/2 SEC. 35 T 1N R 3 E M.D.B.&M.

1- 45PM23 6-1-76

2- 63PM35 2-17-78



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

P.B.
9

P.B.
2

210

28
12/1/10

FM 115/22
ASSESSOR'S MAP
BOOK 11 PAGE 21
CONTRA COSTA COUNTY, CALIF.

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

A JOINT EXERCISE OF POWERS AGENCY

MINUTES

June 30, 2016

The Special Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Doug Hardcastle at 5:30 P.M.

ROLL CALL

PRESENT: Steve Barr (Brentwood), Tony Tiscareno (Antioch) and Chair Doug Hardcastle (Oakley)

ABSENT: Mary N. Piepho (Contra Costa County)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There was no public comment.

CONSENT ITEMS

On motion by Director Barr, seconded by Director Tiscareno, the Authority adopted the Consent Items by the following vote:

AYES: Barr, Tiscareno, Hardcastle

NOES: None

ABSTAIN: None

ABSENT: Piepho

A. **Balfour Road Interchange Project – Purchase Order Contract with Columbia Electric, Inc:** The Board took the following actions:

1. **APPROVED** a Purchase Order Contract in the amount of \$38,000.00 with Columbia Electric Inc. to install electrical facilities on the BRV golf course to tie into the relocated PG&E service point;
2. **APPROVED** a final task budget of \$41,800.00 for the installation of electrical facilities on the BRV golf course parcel to tie into the relocated PG&E service point, including a 10% contingency for construction contract changes;
3. **AUTHORIZED** the Secretary or Designee to execute the attached Purchase Order Contract on behalf of the Authority.

B. **Balfour Road Interchange Project – Right of Way Acquisition:** The Board took the following actions:

1. **APPROVED** the Draft Possession and Use Agreement (PUA) substantially in the form attached and listed below:

<u>Grantor</u>	<u>Document</u>
Balfour Properties, LLC	Possession and Use Agreement

2. **AUTHORIZED** the Secretary or Designee to negotiate and execute said PUA as required on behalf of the State Route 4 Bypass Authority (Authority), pursuant to Streets & Highways Code Section 760, including, if necessary, adding Balfour Properties, its officers and employees as additional insureds on the Authority's general liability insurance policy during the term of said PUA. Should any other substantial changes be required to the PUA, it will be brought back to the Board for approval.

ADJOURNMENT

Chair Hardcastle adjourned the special meeting of the State Route 4 Bypass Authority at 5:35 P.M. to the meeting scheduled for Thursday, July 14, 2016 at 6:30 P.M. or other day/time deemed appropriate by the Committee.