



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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

For the Regular Meeting of Wednesday  
August 5, 2015

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday August 5, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://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. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

#### **D. COMMITTEE/LIAISON REPORTS**

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

\*\*These meetings are held Quarterly

#### **E. PRESENTATIONS**

1. Record Retention Review
2. Capital Improvement Program Update

#### **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. Approval of DRAFT minutes of workshop meeting for July 15, 2015
2. Approval of DRAFT minutes of regular meeting for July 15, 2015
3. Approval of DRAFT minutes of regular meeting for July 30, 2015
4. Approve Register of District Invoices
5. Discovery Bay Boulevard Roadway Banners – American Hero's
6. Approve and Adopt Resolution No. 2015-15 Allowing Preliminary Project Expenditures to be Reimbursed from Bond Moneys

**G. BUSINESS AND ACTION ITEMS**

1. Proposed Skate-Park
2. Use of Town Owned Equipment for Local Non-Profits
3. Award of Contract to Koff and Associates to conduct a Classification and Compensation Study

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORT – Discussion and Possible Action**

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

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance
2. Communications
3. Parks and Recreation
4. Water and Wastewater
5. Waterways

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of September 2, 2015 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."



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item C



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item D



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item E-1



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item E-2



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A WORKSHOP  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, July 15, 2015**

**WORKSHOP – 5:30 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**WORKSHOP at 5:30 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – 5:34 p.m. by President Steele

**Pledge of Allegiance** – Led by President Steele

**Roll Call** – All Present

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

None

**C. WORKSHOP ITEM**

1. Financing Strategies for the Regional Water Quality Control Board Mandated Projects

**General Manager Howard** – Provided the details of item C-1.

**Saul Rosenbaum of CSDA Finance Corp.** – Provided additional details of item C-1. There was discussion between the General Manager, the CSDA Finance Corporation representative, the District Engineer, and the Board.

**D. ADJOURNMENT**

The meeting adjourned at 6:51 p.m. to the next Regular meeting of July 15, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-16-15

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





# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 15, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:03 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

Roll Call – All Present

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

None

#### C. PRESENTATIONS

1. Capital Improvement Program Update

**General Manager Howard** – Stated this item will be brought back to the August 5, 2015 Board meeting.

#### D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

#### 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 regular meeting for July 1, 2015

2. Approve Register of District Invoices

3. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2015-16 – Adopt and Approve Resolution No. 2015-14

**Motion by:** Director Simon to approve the Consent Calendar

**Second by:** Director Leete

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

#### F. PUBLIC HEARING to Consider the Following

1. Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2015-2016; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2015-13

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

**President Steele** – Opened the Public Hearing

No Public Comment

**President Steele** – Closed the Public Hearing

**Motion by:** Vice-President Pease to approve and adopt Resolution 2015-13 Confirming the Engineers Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2015-2016; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District

**Second by:** Director Graves

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

**G. BUSINESS AND ACTION ITEMS**

1. East Contra Costa County Fire Protection District Update

**General Manager Howard** – Provided the details of item G-1. There was one Public Comment Speaker. There was discussion between the General Manager, the Board, and the Public Comment Speaker.

**Motion by:** Director Graves to direct Legal Counsel to draft a letter and bring back to the President for signature and move forward with presenting to the East Contra Costa County Fire Protection District and those requested cc'd as soon as possible.

**Second by:** Vice-President Pease

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

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. Update on Water Conservation Measures

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

**I. VEOLIA REPORT**

1. Veolia Report – Month of May 2015

2. Veolia Report – Month of June 2015

**Project Manager Berney Sadler** – Provided the details of the May and June 2015 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

**J. MANAGER'S REPORTS – Discussion and Possible Action**

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

**General Manager Howard** – Discussion between the General Manager and the Board - 2<sup>nd</sup> meeting August (August 19, 2015, will be cancelled).

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Contra Costa County Aviation Advisory Committee meeting minutes 05-14-15

2. Contra Costa County Aviation Advisory Committee meeting minutes 06-11-15

3. East Contra Costa County Fire Protection District meeting minutes 06-01-15

**O. PUBLIC RECORD REQUESTS RECEIVED**

1. Public Records Request — 2011 Veolia Contract with Amendments received on 06-26-2015

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 7:38 p.m. to the next Regular meeting dated August 5, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-17-15

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Thursday July 30, 2015  
SPECIAL MEETING 7:00 P.M.**

**District Office**

1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**SPECIAL MEETING AT 7:00 P.M.**

**A. ROLL CALL**

Call business meeting to order – 7:00 p.m. by President Steele  
Roll Call – All present with the exception of Director Leete and Director Simon  
Director Leete – Arrived at 7:12 p.m.

**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 and D-2.

**D. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(c)  
One potential Case
2. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Rick Howard  
Unrepresented Employee: All TODB Employees

**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**

The meeting adjourned at 7:44 p.m. to the Regular Meeting on August 5, 2015 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-31-15

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# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 05, 2015

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

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 332,965.78

**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 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: F-4

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 05, 2015**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
U.S. Bank Corporate Payment System	4246044555703473/615	Landscape Reimb (Z35,Z57,Z61)	06/24/15	\$39.82
Watersavers Irrigation Inc.	1588037-00	Landscape Reimb (Z61)	06/15/15	\$24.34
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$64.16</b>
<b>Water</b>				
Aflac	130846	Supplemental Insurance July 2015	07/25/15	\$303.55
Alhambra	13710019 071015	Bottle Water Service	07/10/15	\$18.95
American Retrofit Systems	1107	Configure Wiring WWTP#2	07/17/15	\$100.00
Big Dog Computer	BDC33137	Laptop Tune-up	07/10/15	\$119.93
Big Dog Computer	BDC33143	Quarterly Updates And Improvements	07/14/15	\$308.00
Bill Pease	JULY 2015	Expense Report July 2015	07/27/15	\$230.00
Carol McCool	3	Training & Education	07/27/15	\$60.00
Chris Steele	JULY 2015	Expense Report July 2015	07/27/15	\$184.00
Cintas	185517619	Uniforms	07/08/15	\$11.19
Cintas	185518440	Uniforms	07/15/15	\$11.19
Cintas	185519246	Uniforms	07/22/15	\$11.19
Conco West Inc.	841	Reclaimed Water Project	06/30/15	\$930.00
County of Contra Costa Public Works Dept	918580	Encroachment Permits	07/06/15	\$2,250.92
County Of Contra Costa, Dept of Info Tec	9676	Data Processing June 2015	07/15/15	\$8.80
Freedom Mailing Service, Inc	27085	Water Bills June 2015	07/13/15	\$1,055.71
Gonneville, Inc.	1507163	Portable Light Tower	07/10/15	\$3,716.81
J.W. Backhoe & Construction, Inc.	2368	Water Leak North Point	06/30/15	\$6,625.00
J.W. Backhoe & Construction, Inc.	2371	Irrigation Valve Repair Newport Dr	07/13/15	\$1,539.10
J.W. Backhoe & Construction, Inc.	2372	Water Leak Colonial Court	07/10/15	\$1,837.50
J.W. Backhoe & Construction, Inc.	2374	Water Leak Lido Circle	07/13/15	\$3,455.83
J.W. Backhoe & Construction, Inc.	2375	Hauled Cutback WWTP#1	07/13/15	\$1,653.80
J.W. Backhoe & Construction, Inc.	2378	Water Leak Discovery Point	07/14/15	\$2,769.31
J.W. Backhoe & Construction, Inc.	2379	Water Leak Colonial Court	07/14/15	\$7,113.24
J.W. Backhoe & Construction, Inc.	2382	Water Leak Emerald Court	07/20/15	\$917.40
J.W. Backhoe & Construction, Inc.	2383	Replace Meter Stop St. Andrews Drive	07/20/15	\$1,037.40
J.W. Backhoe & Construction, Inc.	2384	Water Leak Emerald Court	07/20/15	\$917.40
J.W. Backhoe & Construction, Inc.	2385	Water Leak Riverlake Road	07/22/15	\$2,196.20
J.W. Backhoe & Construction, Inc.	2386	Water Leak South Point	07/22/15	\$2,357.56
Lesley Marable	JULY 2015	Expense Report July 2015	07/23/15	\$23.76
Lori Biegelbeck	6887 New Melones	Refund Overpayment	07/17/15	\$140.00
Luhdorff & Scalmanini	30888	General Services June 2015	06/28/15	\$3,590.00
Luhdorff & Scalmanini	30889	Urban Water Management Plan	06/28/15	\$990.00
Luhdorff & Scalmanini	30890	Water Level Monitoring	06/28/15	\$632.00
Luhdorff & Scalmanini	30892	Well 7	06/28/15	\$8,437.05
Mark Simon	JULY 2015	Expense Report July 2015	07/27/15	\$138.00
National Meter & Automation, Inc.	S1061038.001	Orion Endpoints Wired	07/10/15	\$8,760.24
Neopost (Postage Account)	7900044908384658/715	Postage	07/07/15	\$13.57
Neumiller & Beardslee	269294	General Services April 2015	05/29/15	\$5,288.41
Neumiller & Beardslee	269998	General Services May 2015	06/19/15	\$2,830.30
Neumiller & Beardslee	270930	General Services June 2015	07/10/15	\$2,437.52
Neumiller & Beardslee	270932	Newport Pointe	07/10/15	\$180.60
Office Depot	778058496001	Office Supplies	06/29/15	\$76.78
Office Depot	778058704001	Office Supplies	06/27/15	\$26.19
Office Depot	778133740001	Office Supplies	06/30/15	\$29.31
Office Depot	780064982001	Office Supplies	07/13/15	\$41.33
Pacific Gas & Electric	2943721807-5/071015	Electric & Gas Bill 06/11/15-07/09/15	07/10/15	\$35,455.49
Paul E. Vaz Trucking, Inc.	36553	Material	06/30/15	\$247.15
Paul E. Vaz Trucking, Inc.	36554	Freight	06/30/15	\$272.94
Paul E. Vaz Trucking, Inc.	36715	Material	07/16/15	\$246.43
Paul E. Vaz Trucking, Inc.	36716	Freight	07/16/15	\$272.15
R & B Company	S1490653.001	Water Utility Box's	06/29/15	\$2,011.59
ReliaStar Life Insurance Company	#JRS2 457(B) 073015	457(b) 07/16/15-07/30/15	07/30/15	\$548.04
Richard Howard	3	Training & Education	07/27/15	\$60.00
Ricoh USA, Inc	5036976579	Photocopier	07/19/15	\$86.25
Robert Leete	JULY 2015	Expense Report July 2015	07/27/15	\$184.00
SDRMA	17458	Ancillary Benefits Aug 2015	07/27/15	\$471.81
Shad Wilson	2543 Foghorn Way	Closed Account, Refund Overpayment	07/28/15	\$28.59

Shields Consulting Group, Inc.	1516-1	Preparation & Submission Of State Mandated Cost Reimb	07/01/15	\$1,103.93
Shred-It USA-Concord	9406647018	Shredding Service July 2015	07/16/15	\$22.79
Some Gave All	JULY 2015	Expense Report July 2015	07/27/15	\$298.42
Sue Heintl	JULY 2015	Expense Report July 2015	07/10/15	\$4.60
TASC	450775312003/081515	Flexible Spending Aug 2015	08/01/15	\$241.66
U.S. Bank Corporate Payment System	4246044555703473/615	Generator Part Well 7	06/24/15	\$169.90
U.S. Bank Corporate Payment System	4246044555703473/615	Health Insurance	06/24/15	\$3,888.22
U.S. Bank Corporate Payment System	4246044555703473/615	Travel & Meetings	06/24/15	\$267.09
U.S. Bank Corporate Payment System	4246044555703473/615	Training & Education BOD	06/24/15	\$1,046.00
U.S. Bank Corporate Payment System	4246044555703473/615	Training & Education	06/24/15	\$710.00
U.S. Bank Corporate Payment System	4246044555703473/615	Memberships	06/24/15	\$60.00
U.S. Bank Corporate Payment System	4246044555703473/615	Telephone General	06/24/15	\$771.62
U.S. Bank Corporate Payment System	4246044555703473/615	Telecom Networking	06/24/15	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/615	Vehicle & Equipment Fuel	06/24/15	\$653.91
U.S. Bank Corporate Payment System	4246044555703473/615	Automotive Supplies & Maintenance	06/24/15	\$10.00
U.S. Bank Corporate Payment System	4246044555703473/615	General Repairs	06/24/15	\$33.69
U.S. Bank Corporate Payment System	4246044555703473/615	Info System Maintenance	06/24/15	\$271.01
U.S. Bank Corporate Payment System	4246044555703473/615	Computer Equipment & Supplies	06/24/15	\$19.88
U.S. Bank Corporate Payment System	4246044555703473/615	Office Supplies	06/24/15	\$113.97
U.S. Bank Corporate Payment System	4246044555703473/615	Building Maintenance	06/24/15	\$277.48
U.S. Bank Corporate Payment System	4246044555703473/615	Special Expense	06/24/15	\$41.30
Univar	SJ690747	Chemicals Delivered 06/25/15	06/25/15	\$221.49
Univar	SJ690805	Chemicals Delivered 06/25/15	06/25/15	\$314.11
Univar	SJ691408	Chemicals Delivered 08/26/15	06/26/15	\$285.92
Univar	SJ692952	Chemicals Delivered 07/02/15	07/02/15	\$289.08
Univar	SJ692963	Chemicals Delivered 07/02/15	07/02/15	\$168.63
Univar	SJ694302	Chemicals Delivered 07/10/15	07/10/15	\$289.08
Van De Pol Enterprises, Inc.	0441008-IN	Diesel Fuel	06/26/15	\$387.38
Van De Pol Enterprises, Inc.	0441011-IN	Diesel Fuel	06/26/15	\$175.74

**Water      Sub-Total      \$127,492.38**

**Wastewater**

Aflac	130846	Supplemental Insurance July 2015	07/25/15	\$455.33
Alhambra	13710019 071015	Bottle Water Service	07/10/15	\$28.43
Aquatic Science Center	81111621	Delta Regional Monitoring Program FY15-16	06/05/15	\$4,651.00
Big Dog Computer	BDC33137	Laptop Tune-up	07/10/15	\$179.89
Big Dog Computer	BDC33143	Quarterly Updates And Improvements	07/14/15	\$462.00
Bill Pease	JULY 2015	Expense Report July 2015	07/27/15	\$364.37
Carol McCool	3	Training & Education	07/27/15	\$90.00
Cascade Integration And Development	962	SCADA Improvements	07/17/15	\$46,159.00
Chris Steele	JULY 2015	Expense Report July 2015	07/27/15	\$278.65
Cintas	185517619	Uniforms	07/08/15	\$16.78
Cintas	185518440	Uniforms	07/15/15	\$16.78
Cintas	185519246	Uniforms	07/22/15	\$16.78
Comcast	8155400350232938/715	Internet Service WWTP#2	07/03/15	\$114.00
Comcast	8155400350232946/715	Internet Service WWTP#1	07/03/15	\$88.95
County Of Contra Costa, Dept of Info Tec	9676	Data Processing June 2015	07/15/15	\$13.20
Delta Debris Box Service	1077698	20YD Pull & Replace	06/30/15	\$483.00
Delta Debris Box Service	1077716	40YD Pull & Replace	06/30/15	\$732.00
Gonneville, Inc.	1507163	Portable Light Tower	07/10/15	\$5,575.22
Lesley Marable	JULY 2015	Expense Report July 2015	07/23/15	\$35.64
Mark Simon	JULY 2015	Expense Report July 2015	07/27/15	\$207.00
Neopost (Postage Account)	7900044908384658/715	Postage	07/07/15	\$20.35
Neumiller & Beardslee	269294	General Services April 2015	05/29/15	\$3,641.36
Neumiller & Beardslee	269998	General Services May 2015	06/19/15	\$3,542.20
Neumiller & Beardslee	270932	Newport Pointe	07/10/15	\$270.90
Neumiller & Beardslee	270930	General Services June 2015	07/10/15	\$3,656.28
Office Depot	778058496001	Office Supplies	06/29/15	\$115.17
Office Depot	778058496002	Office Supplies	06/30/15	\$13.66
Office Depot	778058704001	Office Supplies	06/27/15	\$39.29
Office Depot	778133740001	Office Supplies	06/30/15	\$43.97
Office Depot	780064982001	Office Supplies	07/13/15	\$61.99
Pacific Gas & Electric	1181942262-4/070915	Electric & Gas Bill 06/10/15-07/08/15	07/09/15	\$8,480.12
Pacific Gas & Electric	7312115758-7	Electric & Gas Bill 06/12/15-07/12/15	07/13/15	\$31,057.38
ReliaStar Life Insurance Company	#JR52 457(B) 073015	457(b) 07/16/15-07/30/15	07/30/15	\$822.06
Richard Howard	3	Training & Education	07/27/15	\$90.00
Ricoh USA, Inc	5036976579	Photocopier	07/19/15	\$129.38
Robert Leete	JULY 2015	Expense Report July 2015	07/27/15	\$276.00
SDRMA	17458	Ancillary Benefits Aug 2015	07/27/15	\$707.72
Shields Consulting Group, Inc.	1516-1	Preparation & Submission Of State Mandated Cost Reimb	07/01/15	\$1,655.90
Shred-It USA-Concord	9406647018	Shredding Service July 2015	07/16/15	\$34.19
Solenis LLC	130976472	Praestol	06/30/15	\$3,772.76

Some Gave All	JULY 2015	Expense Report July 2015	07/27/15	\$428.94
Sue Heintl	JULY 2015	Expense Report July 2015	07/10/15	\$6.90
TASC	450775312003/081515	Flexible Spending Aug 2015	08/01/15	\$362.48
U.S. Bank Corporate Payment System	4246044555703473/615	Health Insurance	06/24/15	\$5,832.33
U.S. Bank Corporate Payment System	4246044555703473/615	Travel & Meetings	06/24/15	\$436.87
U.S. Bank Corporate Payment System	4246044555703473/615	Training & Education BOD	06/24/15	\$1,569.00
U.S. Bank Corporate Payment System	4246044555703473/615	Training & Education	06/24/15	\$1,065.00
U.S. Bank Corporate Payment System	4246044555703473/615	Memberships	06/24/15	\$133.99
U.S. Bank Corporate Payment System	4246044555703473/615	Telephone General	06/24/15	\$1,318.22
U.S. Bank Corporate Payment System	4246044555703473/615	Telecom Networking	06/24/15	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/615	Vehicle & Equipment Fuel	06/24/15	\$538.36
U.S. Bank Corporate Payment System	4246044555703473/615	Automotive Supplies & Repairs	06/24/15	\$189.54
U.S. Bank Corporate Payment System	4246044555703473/615	Info System Maintenance	06/24/15	\$406.52
U.S. Bank Corporate Payment System	4246044555703473/615	Equipment Maintenance	06/24/15	\$54.20
U.S. Bank Corporate Payment System	4246044555703473/615	Office Supplies	06/24/15	\$177.59
U.S. Bank Corporate Payment System	4246044555703473/615	Building Maintenance	06/24/15	\$302.82
U.S. Bank Corporate Payment System	4246044555703473/615	Special Expense	06/24/15	\$92.89
Van De Pol Enterprises, Inc.	0441008-IN	Diesel Fuel	06/26/15	\$581.06
Van De Pol Enterprises, Inc.	0441011-IN	Diesel Fuel	06/26/15	\$263.61
Watersavers Irrigation Inc.	1599277-00	Irrigation Repairs	07/14/15	\$13.62

**Wastewater Sub-Total \$132,316.64**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$259,873.18**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 05, 2015**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 071015	Community Center-Bottle Water Service	07/10/15	\$202.59
ASCAP	500750571/072015	Community Center-Music License	07/20/15	\$354.03
Belkorp AG	171679	John Deere Mower	07/10/15	\$5,998.74
Big Dog Computer	BDC33138	Re-provision Laptop For New Manager	07/10/15	\$92.50
Big Dog Computer	BDC33139	Community Center-Upgrade Sysco Switch	07/12/15	\$735.07
Big Dog Computer	BDC33140	Community Center-Camera Repair	07/14/15	\$377.93
Big Dog Computer	BDC33141	Community Center-Re-provision Laptop New Employee	07/14/15	\$245.00
Cintas	185517619	Uniforms	07/08/15	\$37.12
Cintas	185517619	Community Center-Mats	07/08/15	\$30.38
Cintas	185518440	Uniforms	07/15/15	\$37.12
Cintas	185518440	Community Center-Mats	07/15/15	\$45.42
Cintas	185519246	Uniforms	07/22/15	\$37.12
Cintas	185519246	Community Center-Mats	07/22/15	\$45.42
Comcast	8155400350238372/715	Internet Service	07/22/15	\$56.36
Comcast	8155400350238372/715	Community Center-Internet Service	07/22/15	\$56.36
David Torres	1	Community Center-Canceled Class, Refund	07/21/15	\$32.50
Diane Stewart	1	Community Center-Canceled Class, Refund	07/17/15	\$32.50
Kaleidoscope	2	Community Center-Canceled Reservation	07/17/15	\$37.50
Kidz Love Soccer	2015SP-F122	Community Center-Program Fees	07/08/15	\$1,417.50
Lincoln Equipment, Inc.	SI269501	Community Center-Pool Chemicals	07/02/15	\$486.34
Neumiller & Beardslee	269998	Community Center-General Services May 2015	06/19/15	\$1,917.50
Neumiller & Beardslee	270930	Community Center-General Services June 2015	07/10/15	\$150.50
Nicholas Sandlin	1	Community Center-Canceled Class, Refund	07/19/15	\$32.50
Pacific Gas & Electric	0869258994-1/070915	Electric & Gas Bill 06/11/15-07/09/15	07/09/15	\$431.55
Pacific Gas & Electric	5702839598-6/071015	Community Center-Electric & Gas Bill 06/11/15-07/09/15	07/10/15	\$1,888.92
Pacific Gas & Electric	5939734421-5/071615	Electric & Gas Bill 06/18/15-07/16/15	07/16/15	\$6,760.63
Town of Discovery Bay, CSD	397	Payroll Reimbursement June 2015	07/20/15	\$27,386.04
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 06/01/15-06/30/15	06/30/15	\$502.12
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 06/01/15-06/30/15	06/30/15	\$24.71
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 06/01/15-06/30/15	06/30/15	\$1,429.86
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 06/01/15-06/30/15	06/30/15	\$261.71
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 06/01/15-06/30/15	06/30/15	\$151.79
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 06/01/15-06/30/15	06/30/15	\$79.96
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 06/01/15-06/30/15	06/30/15	\$24.71
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 06/01/15-06/30/15	06/30/15	\$286.43
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 06/01/15-06/30/15	06/30/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 06/01/15-06/30/15	06/30/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 06/01/15-06/30/15	06/30/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 06/01/15-06/30/15	06/30/15	\$35.47
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 06/01/15-06/30/15	06/30/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 06/01/15-06/30/15	06/30/15	\$42.74
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 06/01/15-06/30/15	06/30/15	\$333.54
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 06/01/15-06/30/15	06/30/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 06/01/15-06/30/15	06/30/15	\$55.25
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 06/01/15-06/30/15	06/30/15	\$5.81
Trugreen	7002506291/072415	Herbicide Service Cornell Park	07/24/15	\$1,275.00
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Dog Park	06/24/15	\$1,945.85
U.S. Bank Corporate Payment System	4246044555703473/615	Travel & Meetings	06/24/15	\$36.05
U.S. Bank Corporate Payment System	4246044555703473/615	Memberships	06/24/15	\$154.50
U.S. Bank Corporate Payment System	4246044555703473/615	Telephone General	06/24/15	\$194.62
U.S. Bank Corporate Payment System	4246044555703473/615	Vehicle & Equipment Fuel	06/24/15	\$452.88
U.S. Bank Corporate Payment System	4246044555703473/615	Automotive Supplies & Repairs	06/24/15	\$803.70
U.S. Bank Corporate Payment System	4246044555703473/615	Equipment Maintenance	06/24/15	\$767.28
U.S. Bank Corporate Payment System	4246044555703473/615	Office Supplies	06/24/15	\$20.99
U.S. Bank Corporate Payment System	4246044555703473/615	Facility Maintenance Landscape	06/24/15	\$77.75
U.S. Bank Corporate Payment System	4246044555703473/615	Safety Equipment & Supplies	06/24/15	\$214.10
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Events	06/24/15	\$1,309.62
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Telephone General	06/24/15	\$251.50
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Pool Equipment	06/24/15	\$637.98
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Equipment Maintenance	06/24/15	\$51.50
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Software	06/24/15	\$379.61
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Office Supplies	06/24/15	\$30.10
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Facility Maintenance Landscape	06/24/15	\$276.71
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Building Maintenance	06/24/15	\$471.45
U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Special Expense	06/24/15	\$105.66



U.S. Bank Corporate Payment System	4246044555703473/615	Community Center-Food & Beverage	06/24/15	\$263.76
ULINE	69066344	Community Center-Eye Wash Station	07/15/15	\$756.36
Watersavers Irrigation Inc.	1588045-00	Irrigation Repairs	06/15/15	\$207.41
			<b>Total</b>	<b>\$62,877.32</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 05, 2015**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Belkorp AG	171679	John Deere Mower	07/10/15	\$3,999.16
Big Dog Computer	BDC33138	Re-provision Laptop For New Manager	07/10/15	\$92.50
Cintas	185517619	Uniforms	07/08/15	\$36.52
Cintas	185518440	Uniforms	07/15/15	\$36.52
Cintas	185519246	Uniforms	07/22/15	\$36.52
Comcast	8155400350238372/715	Internet Service	07/22/15	\$56.36
Pacific Gas & Electric	0403377952-3/070915	Electric & Gas Bill 06/10/15-07/08/15	07/09/15	\$101.52
Town of Discovery Bay, CSD	398	Payroll Reimbursement June 2015	07/20/15	\$2,402.56
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 06/01/15-06/30/15	06/30/15	\$149.76
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 06/01/15-06/30/15	06/30/15	\$497.84
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 06/01/15-06/30/15	06/30/15	\$202.68
U.S. Bank Corporate Payment System	4246044555703473/615	Travel & Meetings	06/24/15	\$36.05
U.S. Bank Corporate Payment System	4246044555703473/615	Memberships	06/24/15	\$154.50
U.S. Bank Corporate Payment System	4246044555703473/615	Telephone General	06/24/15	\$201.72
U.S. Bank Corporate Payment System	4246044555703473/615	Vehicle & Equipment Fuel	06/24/15	\$377.30
U.S. Bank Corporate Payment System	4246044555703473/615	Automotive Supplies & Repairs	06/24/15	\$842.85
U.S. Bank Corporate Payment System	4246044555703473/615	Equipment Maintenance	06/24/15	\$767.28
U.S. Bank Corporate Payment System	4246044555703473/615	Office Supplies	06/24/15	\$20.97
U.S. Bank Corporate Payment System	4246044555703473/615	Safety Equipment & Supplies	06/24/15	\$202.67
<b>Total</b>				<b>\$10,215.28</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 5, 2015

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

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

### Agenda Title

Discovery Bay Boulevard Roadway Banners – American Hero's

### Recommended Action

Information only

### Executive Summary

The American Heroes Tribute Banner project sponsored by the American Heroes Tribute organization creates roadway/street banners to pay tribute to U.S. Military personnel that have given their lives in the Iraq and Afghanistan wars.

Locally, the *Some Gave All – The Joey Graves Foundation*, is promoting the installation of twenty six banners to be placed on Discovery Bay Boulevard between Highway 4 and Willow Lake Road. The banners are scheduled to be installed Mid-August 2015 and removed Mid-September 2015. Tennyson Electric Inc. of Livermore is donating their time and resources in order to have the banners installed and removed.

The banners will be a repeat of those placed in the same area in September 2011, 2012, 2013, and 2014

Contra Costa County Public Works Department is handling the Encroachment Permit and authorization process.

### Fiscal Impact:

Amount Requested \$N/A

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

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

### Previous Relevant Board Actions for This Item

### Attachments

AGENDA ITEM: F-5



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 5, 2015

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

### Agenda Title

Approve and Adopt Resolution No. 2015-15 Allowing Preliminary Project Expenditures to be Reimbursed from Bond Moneys

### Recommended Action

Approve and Adopt Resolution No. 2015-15, thereby authorizing preliminary expenditures pertaining to the Title 22 Wastewater Filtration Project and Wastewater Denitrification Projects, as generally described in Exhibit A to the Resolution (the "Project") to be reimbursed from bond moneys. The adoption of the Resolution is necessary in order to comply with U.S. Treasury Department regulations.

### Executive Summary

The District is in the investigation stages of determining the best methods of providing long-term financing for the Project(s). It is likely that such financing for the Project will include the issuance of bonds, notes, certificates of participation, revenue bonds or other form of debt, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"). The District has [already begun] [about to begin] expending money on the Project, and is projecting that it will spend additional moneys on the Project prior to the issuance of the Bonds. By adoption of the attached Resolution, and upon issuance of the Bonds, the District will be legally permitted to reimburse itself for all qualified preliminary expenditures related to the Project (the "Qualified Expenditures").

Furthermore, Treasury and Internal Revenue Service (the "IRS") Code Regulations (the "Regulations") require adoption of the attached Resolution as an "official action," which then qualifies the District to issue tax exempt debt, for purposes of reimbursing Qualified Expenditures prior to the issuance of the Bonds.

Therefore, in order to ensure the continued recovery of allowable Qualified Expenditures, the Regulations require your Board to adopt a resolution, which states the following:

- The Board's intention to finance expenditures related to the Project;
- A statement that any such expenditures would be financed through the issuance of a tax-exempt or taxable Bonds;
- A qualitative description of the proposed Project whose expenditures would be reimbursed from the proceeds of Bonds; and
- Identification of the expected source(s) of funds, which would initially pay for such expenditures and ultimately be utilized to repay the Bond obligation.

The attached Resolution meets IRS Regulations and will allow for maximum reimbursement of Qualified Expenditures for the Project from future Bond sales. Passage of the attached Resolution does not irrevocably bind the District to issue Bonds. It merely spelled out the District's intent to do so at some future date and preserved the District's right to reimburse itself for Qualified Expenditures.

"Continued to the Next Page"

**FISCAL IMPACT**

There is no fiscal impact for the adoption of the resolution. The attached Resolution qualifies the District to issue tax exempt debt for purposes of reimbursing Project expenditures prior to the issuance of the Bonds. Otherwise, if not adopted, the District would not be entitled to be reimbursed from Bond proceeds.

**Fiscal Impact:**

Amount Requested N/A

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

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

**Previous Relevant Board Actions for This Item**

**Attachments**

Resolution No. 2015-15



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
DECLARING ITS INTENTION TO REIMBURSE CERTAIN EXPENDITURES  
FROM THE PROCEEDS OF TAXABLE OR TAX-EXEMPT  
OBLIGATIONS AND DIRECTING CERTAIN ACTIONS WITH RESPECT  
THERE TO AS REQUIRED BY UNITED STATES  
DEPARTMENT OF TREASURY REGULATIONS SECTION 1.150-2**

WHEREAS, the Town of Discovery Bay Community Services District (the "District") desires and intends to finance the costs of acquiring, constructing, repairing, expanding, modernizing, and/or equipping of its Wastewater Enterprise, as provided in the Town of Discovery Bay NPDES Permit No. CA0078590 adopted by the California Regional Water Quality Control Board (RWQCB) on June 14, 2014; and

WHEREAS, NPDES Permit No. CA0078590 includes the requirement that the Town of Discovery Bay wastewater enterprise design and construct Title 22 Wastewater Filtration and Denitrification facilities (Project); and

WHEREAS, the District intends to finance the acquisition, construction, repairing, expanding, modernizing, and/or equipping of the Project or portions of the Project with the proceeds of the sale of taxable or tax-exempt bonds, notes, certificates of participation, revenue bonds or other forms of debt, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"); and

WHEREAS, prior to the issuance of the Bonds the District desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the District; and

WHEREAS, the Board of Directors has determined that those moneys advanced within sixty (60) days from the date hereof, and those moneys which will be advanced on and after the date hereof, to pay Expenditures are available only for a temporary period, and it is necessary to reimburse the District for such Expenditures from the proceeds of the Bonds, all as set forth pursuant to Section 1.150-2 of the regulations (the "Treasury Regulations") promulgated under the Internal Revenue Code of 1986, as amended (the "Tax Code"); and

WHEREAS, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the same manner governing the public availability of records of other official acts of the Board of Directors; and

WHEREAS, this Resolution is intended to be a "declaration of official intent" in accordance with Section 1.150-2 of the Treasury Regulations.

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

SECTION 1. The District reasonably expects to reimburse itself for the Expenditures made by the District in anticipation of the issuance of the Bonds with proceeds from the sale of the Bonds. The reimbursement of the expenditure is consistent with the District's budgetary and financial circumstances. There are no funds or other sources of money of the District, or any related person or controlled entity that have been, or are reasonably expected to be reserved, allocated on a long term basis or otherwise set aside to pay the costs of the Project to be paid or reimbursed out of the proceeds of the Bonds.

SECTION 2. The maximum principal amount of the Bonds from which Expenditures are to be made is reasonably expected to be \$14,000,000. The obligation to be represented by the Bonds may be incurred by the District by means of the execution and delivery of certificates of participation or revenue bonds, or, in the alternative, the Bonds may be issued by a joint exercise of powers authority which will make the Bond proceeds available to the District through a loan, lease, or installment purchase arrangement.

SECTION 3. The proceeds from the Bonds are to be used for the financing, acquisition, design and/or construction of the Project, funding a reserve fund, a capitalized interest fund, and paying certain costs of issuance related thereto.

SECTION 4. This Resolution is adopted solely for purposes of establishing compliance with the requirements of section 1.150-2 of the Treasury Regulations. This Resolution does not bind the District to make any expenditure, incur any indebtedness or proceed with the financing, acquisition or construction of the Project. All of the Expenditures covered by this Resolution were made not earlier than 60 days prior to the date of adoption hereof.

SECTION 5. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board of Directors of the District in connection with the financing of the Project are hereby ratified and confirmed.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

SECTION 7. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> DAY OF AUGUST, 2015.

\_\_\_\_\_  
Chris Steele  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 5, 2015, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

August 5, 2015

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

**Agenda Title**

Proposed Skate-Park

**Recommended Action**

As Necessary

**Executive Summary**

On July 17, 2015 staff received the attached letter from the President of the Discovery Bay Community Foundation requesting consideration to locate a Skate Board Park at the Community Center.

Staff is seeking Board input at this time.

**Fiscal Impact:**

Amount Requested \$N/A

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

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

**Previous Relevant Board Actions for This Item**

**Attachments**

Letter to the Town – Skateboard Park

**AGENDA ITEM: G-1**





Hello Rick,

We have talked several times in the past about our town needing avenues for the teenagers to keep themselves occupied. A skateboard park has been discussed for at least 12 years that I am aware of and I have had many knocking on my door again. With the push of our teen outreach programs we are putting together with the BUSD, Brentwood PAL, CC Sheriffs and the Community Center this topic should be broached as part of our teen programs. I am requesting to be put on the Aug 5<sup>th</sup> CSD agenda for discussion of a skateboard park to be placed at our community center. These types of activities are of course what we purchased the community center for. Please let me know if there is room and talk to you soon.

Sincerely,

Jim Mattison  
Discovery Bay Community Foundation  
925.698.1590



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

August 5, 2015

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

### Agenda Title

Use of Town Owned Equipment for local Non-Profits

### Recommended Action

As Necessary

### Executive Summary

The Town has had a long standing and positive relationship with the Discovery Bay Lion's Club. Each year, the Lion's regularly host and sponsor a number of events throughout the community that are open to the public and are free of charge.

The Lion's club has relied on the use of one of the Town's trailerable generators for concerts and events requiring portable power. The generator use is minimal, generally less than 4 hours per each use. The delivery, set up, and fuel charges are absorbed by the Town in a "good neighbor" arrangement.

In late 2014, the Discovery Bay Community Foundation (DBCF) (A 501(C)3 non-profit) began operations. The DBCF also hosts a number of events throughout the year that are open to the public and are free of charge. The DBCF has also requested the use of one of the Town's portable generators for their event(s).

On February 18, 2015 both the Lion's and the DBCF attended a meeting of the Board and discussed the use of the Community Center for the upcoming Rocktoberfest event.

At that meeting, there was discussion on the town providing the use of Town owned assets and equipment free of charge. While the board did not take action on this item, there was extensive discussion on the free use of the equipment. At that time, Legal Counsel Attebery noted that the free use is a gift of public funds and that there should be a nominal fee charged for the use of the equipment.

Subsequently, staff researched the use of commercial generator rentals. Local rental companies charge between \$455 and \$655 daily for a comparable unit.

Subsequently, staff initiated a nominal fee of \$25/hour for the generator/equipment use, \$25 fuel surcharge, and \$25 for delivery and \$25 for pick-up. Generally, this would amount to \$150-\$200 per use. Staff must deliver and pick-up the unit(s) on a Saturday and or Sunday. Management staff generally does this on their free time and accommodates the non-profits schedules. In the event that neither manager that performs this service is available, a member of the staff, on a two-hour minimum call-out, will have to perform this duty.

Staff presents four options for Board consideration on this subject. They are as follows:

1. Cease the use of Town owned equipment for events in all situations.
2. Continue to provide use of the equipment free of charge as has been past practice. However, event sponsors must officially list the Town of Discovery Bay as a sponsor of the event and the Town Seal or Logo must be included on any marketing materials. Limited to one piece of equipment.

"Continued to the Next Page"

3. If additional pieces of equipment are needed (beyond 1 piece), then a fee will be charged to address the other pieces of equipment.
4. Continue to provide use of the equipment, however, charge a nominal fee for the use, as noted above.

It is recommended that the Board provide direction to staff on this matter.

**Fiscal Impact:**

Amount Requested \$N/A

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

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

**Previous Relevant Board Actions for This Item**

**Attachments**

Generator Rental Comparison Spreadsheet

**Rental Comparison - 50-60KW Trailer-able Generator Daily Rental - Standard Shift Rate**

	Sunstate Equipment 75 E. Equipment Ct. French Camp (209) 463-1682	Hertz Equipment Rental, Lathrop (209) 982 9670	United Rentals 4626 Pacheco Bl. Martinez (925) 370-1000
50-60 KW Generator (trailer-able) - <b>DAILY RATE</b>	\$275.00	\$195.00	\$375.00
Haul Charge/Each Way	\$85.00	\$165.00	\$140.00
<b>Total</b>	<b>\$445.00</b>	<b>\$525.00</b>	<b>\$655.00</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 5, 2015

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

### Agenda Title

Award of Contract to Koff and Associates to conduct a Classification and Compensation Study

### Recommended Action

That the Board: 1) Award Contract to Koff and Associates to conduct a Classification and Compensation Study in an amount not to exceed \$15,048.00 and 2) authorize the General Manager to execute contract documents.

### Executive Summary

During the preparation of the FY 2015-16 Operating Budget, staff discussed with the Budget Subcommittee, as well as the entire Board at the Budget Workshop the need to update the Town's Classification and Compensation Policy. Funds were included in this year's budget for this Classification and Compensation Study.

The last time the Town completed a class and compensation study was in early 2011. At the time, that study initiated the pay structure that is currently in place, along with salary ranges, benchmark positions, and comprehensive job descriptions.

Classification and Compensation Studies (C&C's) are utilized by public agencies to study current labor markets and provide new information to determine whether the organization's pay structure is appropriate to the jobs being performed, or require modifications to jobs and or equity based upon organizational changes that may have occurred since the prior study was completed. The study will provide the board with a series of recommendations as to whether the organization's current compensation structure, policies and personnel practices are effective, or if they need to be updated and adjusted. The final report will provide an evaluation of current job classifications, and whether or not they are structured in such a way to efficiently carry out the duties of the positions, or if new job classes, mergers of existing classes or the re-titling of classes as more appropriate descriptors of the work performed. The final report will include a complete update of current job descriptions, salary ranges, recommendations, and equity bands.

Staff evaluated two different companies that perform this type of work, both who do business in California, and predominately for public agencies. Koff and Associates was selected based upon the recommendations of clients. They most recent local study they performed took place in 2014 for the Mountain House Community Services District.

### Fiscal Impact:

**Amount Requested** \$15,048.00

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

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

### Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 Operating Budget

### Attachments

Koff and Associates Proposal for Services

AGENDA ITEM: G-3



**Submittal date: 7/30/15**

# Classification and Compensation Study Proposal

**Town of Discovery Bay Community Services  
District**

Submitted By:

**Koff & Associates**

**GEORG S. KRAMMER**  
Chief Executive Officer

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July 30, 2015

Mr. Rick Howard  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505-5376

Dear Rick:

Thank you for the opportunity to respond to your request for proposals for a Comprehensive Compensation Study for the Town of Discovery Bay Community Services District (“District”). Our understanding is that the District is seeking a qualified professional service firm to provide comprehensive salary and benefit compensation study to ensure that the salary and benefit package offered by the District is in line with comparable communities and organizations. We are most interested in assisting the District with this important project.

Koff & Associates is an experienced Human Resources consulting firm that has been conducting similar studies for cities, special districts, counties, courts, higher education institutions, and other public agencies throughout California for thirty-one (31) years. The firm is a woman-owned California small business corporation and has achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

Koff & Associates is a small firm (team consists of thirteen staff) that accepts only as much work as our own staff can handle. This ensures a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistent high-caliber work product.

The proposal is a firm and irrevocable offer for ninety (90) days.

I will assume the role of Project Director and be responsible for the successful completion of this project. Also, George Krammer is Chief Executive Officer and can also be contacted. We can both be reached at the Berkeley address and phone number listed below. My email address is [kkaneko@koffassociates.com](mailto:kkaneko@koffassociates.com) and Georg’s email address is [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com).

Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the Town of Discovery Bay Community Services District.

Sincerely,

Katie Kaneko  
President



# TABLE OF CONTENTS

Understanding of the Project	1
Study Objectives	1
Work Plan and Methodology	3
Project Completion Schedule	13
Insurance Requirements	14
Firm Qualifications and Experience	14
Engagement Partner/Manager and Staff Qualifications	15
References	19
Key Differentiators	20
Cost Proposal	21
Signature Page	





## UNDERSTANDING OF THE PROJECT

The Town of Discovery Bay Community Services District (“District”) desires human resources consulting assistance to conduct an objective job evaluation/classification study, comprehensive salary and benefits compensation survey, and development of compensation systems for all of its job classifications in order to make recommendations regarding the appropriateness, internal equity, and external competitiveness of its classification and compensation system. The District currently has approximately fourteen (14) year-round employees allocated to approximately twelve (12) classifications.

The study’s purpose will be to review the District’s classification and compensation structure and to conduct a comprehensive compensation market survey using a set of appropriate comparator agencies. The first step will be to review the current classification (or job) descriptions and interview position incumbents in order to understand the true scope of the position since many positions encompass multiple jobs. It is understood that the identification of comparator agencies, benchmark classifications, and benefits data to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding a salary schedule and the integration of all study classifications into a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our report(s) will make recommendations regarding a salary structure that takes the District’s compensation preferences into consideration and regarding the appropriate placement of each classification on that salary schedule.

The study includes a significant number of meetings with Human Resources, management, employees, and the Board of Directors, if desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and “stakeholder touchpoints” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and improve a collaborative and interactive approach that will result in greater buy-in for the study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of Koff & Associates’ studies.

## STUDY OBJECTIVES

### Classification Objectives

- To analyze and update the District’s classifications and each study position’s classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, Position Description Questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the essential and non-essential duty statements, and minimum requirements and preferred requirements such as education, prior work experience, knowledge, skills, abilities, and physical requirements;
- To provide a classification structure that ensures regulatory compliance, including allocation of each selected study position to the correct classification with appropriate FLSA designation, as well as, meeting Federal ADA regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable;
- To ensure consistency with the concepts adopted in the District-wide Classification Plan; and
- To ensure sufficient documentation throughout the study, including classification concepts, distinguishing characteristics, and final reports and recommendations to guide the organization in implementing, managing and maintaining the classification system.

### Compensation Objectives

- To make recommendations regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;
- To collect accurate salary and benefits data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to your Board of Directors, Human Resources, management, and employees;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review the District's compensation structure and practices, recommend changes as appropriate, and develop a compensation plan that will assist the District to recruit, motivate, and retain competent staff;
- To develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the organization's goals, objectives, and budget considerations;
- To evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices;
- To create an inclusive final report summarizing the administrative and process methodologies, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study so that our recommendations can be implemented in a competent and fair manner.



## Overall Objectives

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, personnel policies, memoranda of understanding, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up study project team meetings with Human Resources, management, employees, and others to discuss any specific concerns with respect to the development of compensation plans; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope and process of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change and growth;
- To document all steps in the process and provide documentation and training for Human Resources in compensation analysis methodologies so that the District can integrate, maintain, administer, and defend any recommended changes after the initial implementation and in the future; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

## WORK PLAN AND METHODOLOGY

This section of the proposal identifies the actual work scope. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness.

### **A. Initial Documentation Review / Meetings with Study Project Team and Management Staff**

This phase includes identifying the client project team, contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the study project team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with management, employees, and the Board of Directors; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation and assembling current class descriptions, organizational charts, salary schedules, budgets, personnel policies, memoranda of understanding, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of the District operations.

The District's terminology and methods of current classification and compensation procedures will be reviewed. We will discuss methodology and agree to a compensation format and identify appropriate



comparator agencies, benchmark classifications to be surveyed, and benefits to be collected. We will respond to questions.

## **B. Identify Comparator Agencies, Benchmark Classifications, and Benefits to be Collected**

During the initial meeting with the study project team, we will discuss the compensation study factors that need to be agreed upon. We will identify appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the District's salaries for the studied classifications are competitively aligned with the external labor market. We will also identify those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine/confirm the list of benefits that the District wants to be included in the total compensation data gathering process.

### **1. Determination of Comparator Agencies**

The selection of comparator agencies is considered a critical step in the study process. Using the following factors to identify appropriate comparators, we will receive approval before proceeding with the compensation survey.

Our recommended methodology is that we involve the study project team, management, employees, and the Board of Directors in the decision-making process of agreeing as to which agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. During this iterative process, The Town of Discovery Bay's current/previous list of comparators and the advantages/disadvantages of including them/others will be discussed. The factors that we review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation.
- **Similarity of population served, agency demographics, agency staff, and operational and capital improvement budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today's labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost of living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost of living of various geographic areas, median home prices, and median household incomes to determine the appropriateness of various potential comparator agencies.



We typically recommend using ten to twelve (10-12) comparator agencies for all classifications, but we are flexible and can use a different model based on the District's preference.

## 2. Determination of Benchmark Classifications

"Benchmark classes" are normally chosen to reflect a broad spectrum of class levels. In addition, those that are selected ordinarily include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid sample for analysis.

Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes.

Because we find that the labor market typically yields reliable data, we recommend using about 60%-65% of all classifications as benchmarks but are flexible and can use a different model.

## 3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following, which are generally available to all staff in a specific job classification. Shown below are descriptions of those benefits that we usually collect (and this list can be modified to include any other information the District desires):

- **Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly basis. We normalize the salary data to reflect working hours and/or for "spiking" of retirement or other benefits.
- **Employee Retirement** – This includes two figures: [1] the amount of the employee's State or other public or private retirement contribution that is contributed by the agency and, [2] the amount of the agency's Social Security contribution. With healthcare costs rising and retiree healthcare and liabilities increasing for many public agencies, we typically collect retiree health information as well. However, we do not roll this cost into our total compensation analysis but report it separately by describing what the policies/liabilities are.
- **Insurance** – This typically includes Health, Dental, Vision, Life, Long-Term Disability, Short-Term Disability, Employee Assistance Program (EAP), and other insurance coverage.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. All days will be translated into direct salary costs.
  - **Vacation** – The number of vacation days available to all employees after five (5) years of employment.
  - **Holidays** – The number of holidays (including floating) available to the employee on an annual basis.
  - **Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation** – This is any deferred compensation provided to all members of a classification, either as an employer matching contribution or as a straight dollar or percentage contribution.
- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed.



### **C. Orientation Meetings with Employees and Distribution of Position Description Questionnaire**

In order to ensure that we fully understand each functional assignment at the District, we will have each employee complete a Position Description Questionnaire (PDQ), a standard job analysis instrument used by many public agencies.

The PDQ form will be discussed with the study project team and customized as needed to meet the study objectives prior to distributing copies to employees.

We will facilitate one or two orientation meeting with employees and distribute the PDQ. We will discuss the importance of the employees' participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

PDQs shall be handed out with the incumbent's current class description attached to the questionnaire so employees can use this as a tool for completing the questionnaire.

### **D. Position Description Questionnaire Completion & Review**

We recommend employees complete individual PDQs so that we understand work assignments. However it would be acceptable for employees in the same classification to choose to collaborate on completing one PDQ together.

Although we provide an email version of our questionnaire so that employees can more easily complete it, we require a hardcopy with signatures affixed before we can begin the evaluation process. Employees complete the questionnaire and then send it to their supervisor/manager for review, comment, and signature.

Upon receipt of the PDQs in our office, they will be reviewed and analyzed in detail along with other documentation.

As requested in the RFP, we'd like to note that the PDQ completion process will require more than one (1) hour of each employee's time. Typically, it takes approximately two to four (2-4) hours to complete a PDQ.

### **E. Employee / Supervisor / Management Interviews**

Interviews will be scheduled with employees. We recommend scheduling interviews with each employee because this is a critical step in the information-gathering and educational process, as well as taking into consideration that the District has employees who perform multiple jobs due to their small size.

Interviews will then be held with supervisory and management staff, who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities.



Again, per the original RFP, we'd like to note that most interviews will be approximately 30-45 minutes long.

### **F. Classification Concept / Preliminary Allocation Development**

Prior to developing detailed class descriptions, our job evaluation will result in a classification plan concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families, as well as review internal relationships between classifications.

This document will list broad class concepts and highlight where significant changes may be recommended, such as expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and career ladders. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

If desired, a detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the study project team.

### **G. Draft Class Description Development / Update**

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the District. We have a standard classification format but are flexible and can use the format preferred by the District.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, we recommend new classifications/class levels, and/or operational changes, business needs, and any reorganizations require new classifications.

We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, relevance and hierarchical consistency, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements.

We will also review and update the physical demands based on the essential job functions of each classification in accordance with the Americans with Disabilities Act (ADA).

Finally, we will review each classification's essential job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the Fair Labor Standards Act (FLSA).





## H. Draft Class Description Review / Informal Appeal Process

A draft copy of the revised/new class description with allocation recommendation will be submitted to each manager, supervisor, and employee representatives, to give each stakeholder an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of the study.

Each employee will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with the information provided.

Each memo will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft class description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

Employees shall submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions may be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.

## I. Finalize Classification Plan

A draft classification plan will be completed and submitted to the District for review and comment. The document will contain:

- A recommended classification plan;
- A classification manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as all findings, analysis, and resulting recommendations;
- The recommended allocation list, classification title changes, job family and career growth issues, reporting relationships, organization structure, and other factors will all be included;
- Classification concepts and guidelines, as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the Plan will be detailed;
- A complete set of the updated classification descriptions that include required knowledge, skills, and abilities for each position class in a standardized format.





Once we have received the District's comments regarding the draft classification plan and have made any necessary changes, a Final Classification Plan will be developed.

## J. Compensation Data Collection

With a good understanding of the true scope of work being performed by staff, we will start the compensation data collection process. Our firm does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. We conduct all of the data collection and analysis ourselves to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true "matches" of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not. Our job analysis method is the whole position analysis approach.

Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Working Conditions
10. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed, as well as explanations for comparable and non-comparable "matches" and the assumptions used to extrapolate market based compensation. We typically collect classification descriptions, organization charts, salary schedules, human resources policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary "matches" and then schedules appointments by telephone, and sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and is generally substantiated by employees, management, as well as governing bodies.

## K. Analysis and Preliminary Data Review

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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District to make informed compensation decisions. Other elements of the compensation survey report are:

- Agencies surveyed;
- Comparable class titles;
- Salary range maximum/control point;
- Number of observations; and
- Percent the District's salary range is above/below the market average/median values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60<sup>th</sup>, 70<sup>th</sup>, or any other percentiles.

Benefit data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect "other" benefits (as listed in the benefits section above), which we typically report on a separate spreadsheet.

Our spreadsheets will identify any "non-comparable" positions and why we weren't able to find a match for any of the District's positions at any of the surveyed comparator agencies.

### **L. Draft Compensation Findings / Additional Analysis / Project Team Meeting and Informal Appeals Process**

We distribute our draft findings to the Town. After the District's preliminary review, K&A will meet with the study project team and other stakeholders (including management and employees) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the study project team and other stakeholders to review and question any of our recommended benchmark comparator matches.

Our experience has been that this is one of the most critical phases of the project. Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of the study.

Each employee will receive a memorandum from us outlining what has been accomplished, how to best review the data that will be attached, and how to provide feedback to us. Employees shall submit their written concerns (via the supervisor, management, and study project team) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the data spreadsheets. These discussions may be by email, telephone, or additional direct personal contact with management, depending upon the extent of the response. We will conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.



## **M. Internal Relationship Analysis / Internal Alignment**

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the “whole position” analysis methodology as described above in Section F.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments. This analysis will be integrated with the results of the compensation survey.

The ultimate goal of this critical step of the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically as well as horizontally.

## **N. Compensation Structure and Implementation Recommendation Development**

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, minimum and maximum percent spread, steps within ranges, difference between each salary step, and/or alternative compensation plans) within which the classes are allocated, based upon the District’s preferred compensation model. We will develop recommendations for pay grades and salary ranges for all classifications based on median and/or mean salaries from the comparable agencies.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the District’s goals, objectives, and budget considerations.

Finally, we will evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices.

Draft recommendations will be discussed with the study project team and management prior to developing an Interim Report.

## **O. Preparation of Draft Final and Final Report and Deliverables**

The Draft Interim Report of the Compensation Study will be completed and submitted to the District for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include the following information:

- A set of all market data spreadsheets;
- A proposed Salary Range/Plan document;



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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- Any alternative compensation plans identified;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for the organization in implementing, managing, and maintaining the compensation system.

Once all of the District's questions/concerns are addressed and discussed, a Final Compensation Study Report will be created and submitted in hardcopy (manual) and electronic formats. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.

We will also provide training to the District staff on the methodology used to systematically assess the job classifications in order to maintain internal compensation equity in the future when adding, changing, or deleting classifications.

### **P. Final Presentation**

Our proposal includes multiple meetings and conference calls and weekly (or as needed) oral and/or written status/progress updates to the study project team. We will also be prepared to develop and present our reports and future impacts of any recommended changes to the General Manager as well as other District management staff, if desired.

Regarding the involvement of the Board of Directors, we recommend at least one initial meeting regarding the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study, i.e., preliminary data), and one final presentation of our Final Report. Of course, we are flexible and can have more or less interaction with the Board of Directors, based on the District's preferences.

### **Q. Participation in a Formal Appeal Process**

Should the District have a formal appeal process regarding the allocation of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process (the informal appeal process is identified in H above). Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.



## PROJECT COMPLETION SCHEDULE

Our professional experience is that comprehensive compensation studies of this scope and for this size organization take approximately three (3) to four (4) months to complete, allowing for compensation data collection and analysis, review steps by the District, the development of final reports, any appeals, and presentations. The following is a suggested timeline based on an estimated contract/agreement for services:

	<b>Tasks</b>	<b>Date of Completion</b>
A.	Initial Documentation Review/Meetings with Study Project Team and Management Staff	At project kickoff
B.	Identify Comparator Agencies, Benchmark Classes, and Benefits to Be Collected	At project kickoff
C.	Orientation Meetings with Employees and Distribution of Position Description Questionnaire	At project kickoff
D.	Position Description Questionnaire Completion and Review	4 weeks from kickoff
E.	Employee/Supervisor/Management Interviews	1 week from receipt of PDQs
F.	Classification Concept/Preliminary Allocation Development	1 week from interviews
G.	Draft Class Description Development/Update	4 to 6 weeks from allocation
H.	Draft Class Description Review/Informal Appeal Process	2 weeks from receipt of comments
I.	Finalize Classification Plan	2 weeks from receipt of comments
J.	Data Collection	4 to 6 weeks from draft class development
K.	Analysis and Preliminary Data Review	4 to 6 weeks from draft class development
L.	Draft Compensation Findings/Additional Analysis/Project Team Meeting and Informal Appeal Process	At completion of draft spreadsheets
M.	Internal Relationship Analysis/Internal Alignment	1 week from receipt of review comments
N.	Salary Structure and Implementation Recommendation Development	1 week from receipt of review comments
O.	Development of Draft Final and Final Report and Deliverables	2 weeks from review of comments
P.	Final Presentation	As Scheduled
Q.	Formal Appeal Process	As Needed



## INSURANCE REQUIREMENTS

We will comply with the insurance requirements as stated in the original RFP, and will submit and support this level of coverage and endorse the District with our General Liability insurance coverage (only) upon award of contract:

Workers' Compensation:	Statutory Limits
Commercial General Liability:	\$1 Million per occurrence
Professional Liability (Errors and Omissions):	\$1 Million per occurrence
Automobile Insurance:	\$1 Million per accident

## FIRM QUALIFICATIONS AND EXPERIENCE

**Koff & Associates** is a majority woman-owned public sector human resources consulting firm that was founded in 1984 and has been assisting special districts, cities, counties, other public agencies, and non-profit organizations with their classification and compensation needs for thirty-one (31) years. We are a private corporation and our legal name is Kaneko & Krammer Corp. dba Koff & Associates, Inc. Our headquarters are located in Berkeley, CA and we have a satellite office in San Diego, CA. We have thirteen (13) staff members. We are a State-certified small business enterprise and a locally certified Very Small Business Enterprise in Alameda County.

Koff & Associates has extensive experience working in both union and non-union environments (including serving as the management representative in meet & confer and negotiation meetings), working with Boards of Trustees, City Councils, Boards of Supervisors, Merit Boards, Joint Power Authorities, and Boards of Directors. We are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations.

The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; executive search and staff recruitments; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for our smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and employee representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

The firm's long list of clients is indicative of its reputation as being a quality organization that can be relied upon for producing comprehensive, sound and cost-effective recommendations and solutions. Koff &



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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Associates has a reputation for being “hands-on” with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

K&A relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence. The fact that we have never had any formal appeals, working with hundreds of public agency clients and completing hundreds of classification and compensation studies, is a fact about which we are very proud.

We take a unique approach that encourages stakeholder participation through interactive communication and education in each phase of every project. This emphasis on client customization, coupled with our expertise in implementing recommendations, is critical to bringing each project to a successful conclusion in both union and non-union environments. The educational aspect of our projects expands to all stakeholders, and we pay special attention to educating and training human resources and project staff in our methodologies and the interpretation of best practices, industry standards, and best management policies. District staff training and thorough documentation ensure that the District can seamlessly implement our recommendations and maintain and administer its new/updated classification and compensation plans going forward.

We are always on stand-by for any questions that may come up in the future. Once we complete a study or project, we don’t just walk away, we will continue our relationship with our client for any future support they may need. Our goal is to become and remain our client’s trusted advisor and HR business partner.

## ENGAGEMENT PARTNER / MANAGER AND STAFF QUALIFICATIONS

**Katie Kaneko, C.P.A., P.H.R.**

**President**

Katie brings over twenty (20) years of management level human resources experience to Koff & Associates, both as a human resources director and as a management consultant in the hi-tech industry as well as the public sector. She has extensive experience in compensation including equity plans and performance incentive programs, survey design and reporting, recruitment in both the public and private sector; staffing; classification and job analysis; compensation and job evaluation techniques, employee relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training.

With a Bachelor in Business Administration, Katie started her career as a Certified Public Accountant (CPA) in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, and recruitment services in the public sector.





## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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Katie's experience provides a broad knowledge of human resource management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Her skill set complements our current consultant base with additional levels of service areas. Katie joined K&A in 2000 and has been the firm's President since 2005.

Katie will be assigned as Project Director for this project and coordinate all of K&A's efforts. She will attend all meetings with the District and be responsible for all work products and deliverables

**Georg S. Krammer, M.B.A., S.P.H.R.**  
**Chief Executive Officer**

Georg brings twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in classification and compensation design; market salary studies; executive and staff recruitment; performance management; organizational development; and employee relations, in the public sector, and in large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries.

With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2000 and has been the firm's Chief Executive Officer since 2005.

Georg will be assigned as Project Director for the project and coordinate all of K&A's efforts. He will attend all meetings with the District and be responsible for all work products and deliverables.

**Alyssa Thompson, Ph.D.**  
**Project Manager**

Alyssa earned her Bachelor's Degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis and her Ph.D. in Organizational Psychology from Alliant International University. She brings with her over ten (10) years of human resources experience in compensation data gathering and analysis, classification analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Since joining the firm in 2007, Alyssa has worked on well over 100 classification, compensation, recruitment, and other special human resources projects. She has worked on classification, compensation, and/or organizational projects for numerous clients, such as the Cities of Tulare, Madera, Newman, Patterson, Orange, Montebello, Bellflower, Coachella, Menifee, San Gabriel, Perris, Poway, as well as Dublin San Ramon Services District, Cutler-Orosi Joint Unified School District, Compton Community





# Classification and Compensation Study Proposal

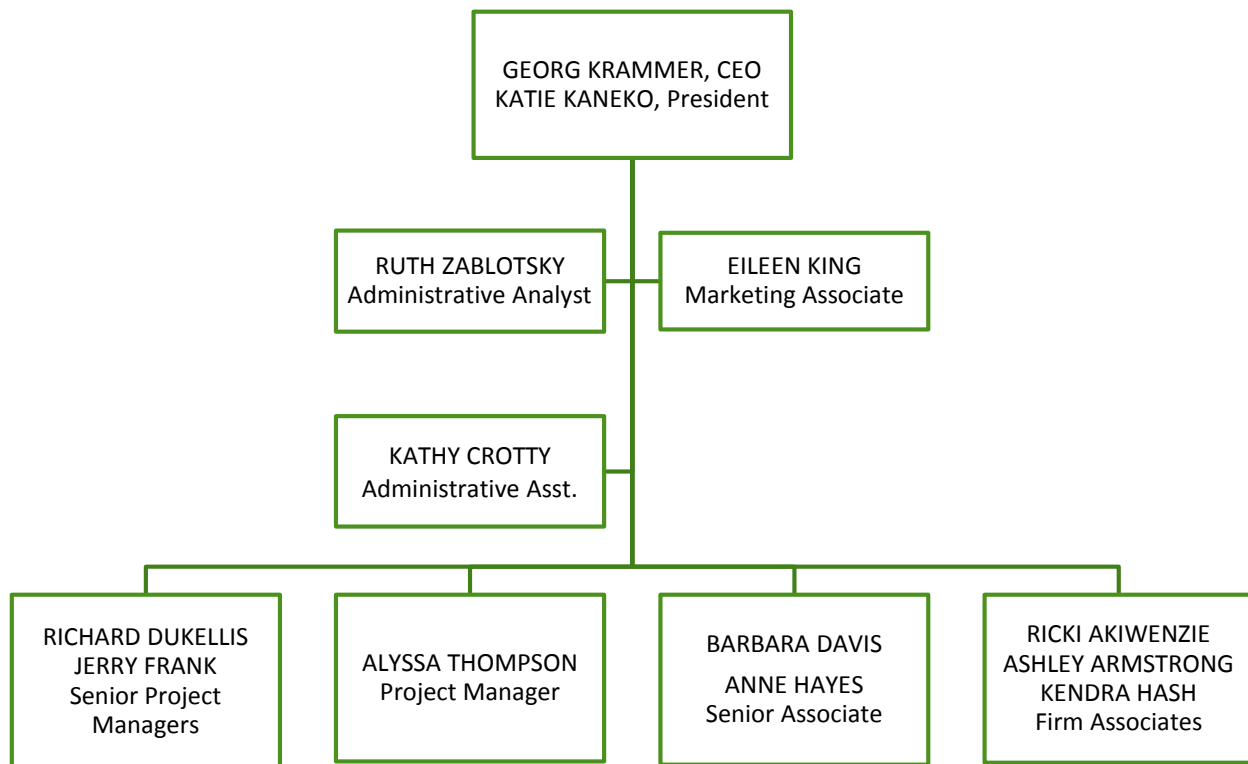
Town of Discovery Bay Community Services District

College District, Alameda Unified School District, Fallbrook Public Utility District, Mount San Antonio College, Orange County Sanitation District, Midpeninsula Regional Open Space District, Housing Authority of the County of San Bernardino, San Francisco Housing Authority, South Coast Water District, and the Counties of San Mateo and Tehama.

Alyssa will provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

## Organizational Chart

K&A’s entire team consists of thirteen (13) members, as shown below in our organizational structure. All members of our team have worked on multiple comprehensive classification and compensation studies and are well acquainted with the wide array of organizational structures, classification plans, and compensation structures, as well as the challenges and issues that arise when conducting studies like this.



No portion of this engagement will be assigned to subcontractors.



### K&A's Distinguishing Characteristics

We have developed K&A's collaborative, transparent, and inclusive methodology over the course of thirty-one years to ensure optimal outcomes and success rates with all of our projects, particularly when various stakeholders with potentially divergent or conflicting priorities are involved. Our consensus-driven approach has always avoided formal appeals at the end of our studies, ensuring that clients are not left with a divided organization and negatively affected employee morale.

Our number one priority is meeting the District's needs and requirements. Having conducted hundreds of classification and compensation studies over 30+ years, our firm has developed project management skills that control costs, ensure on-time delivery of end products, close management of project staff, and effective crisis management if unexpected issues and concerns arise throughout the project.

In terms of our quality assurance and control, we have trained each one of our team members to submit their project deliverables to the Project Manager for review and approval and to treat each such deliverable as if it were being submitted directly to the client. Working with public agencies, we understand that, ultimately, the work deliverables and recommendations we produce will become public information and undergo scrutiny not only from internal agency staff but also its appointed officials, elected/appointed Board members as well as the public and, potentially, the media. Before delivering any product or recommendation to the District, we ask ourselves the question, "Would we be comfortable seeing our name in the media associated with each particular deliverable?" This is the perspective we bring to our approach for quality control and assurance. At a time when public scrutiny of public agency activities, programs, services, compensation, benefits, etc., has never been greater, we understand that the data and recommendations we provide to the District have to be absolutely accurate, vetted, and when questioned, can be supported by the appropriate source documentation.

We will report to the designated District Project Manager and understand that all other District staff involved in the project may be available with reasonable advance notice and in coordination with the Project Manager. Project correspondence, meetings and communications will be directed and coordinated through the Project Manager. We will provide periodic project status reports (at least once per week or every two weeks, as desired) that include progress toward achieving milestones, issues encountered that might cause significant deviations from the project plan, and recommendations for corrective actions. The District Project Manager and our firm will jointly establish and agree upon written acceptance of each task and deliverable.

We believe in a transparent and open-book process and always encourage all stakeholders to contact us with questions and concerns. We want to be the ultimate HR resource for all of the District's employees. However, we also need to ensure that all stakeholders know what the issues are and how we plan to address them. We like to include all stakeholders in the communication process from the beginning so that they all receive the same information from us as well as the District Project Manager. We believe that our hands-on approach creates trust and confidence among employees and it is important to create a sound comfort-level between us, the Project Manager, and other stakeholders through carefully structured and streamlined communication.



## REFERENCES

The following list includes project experience and client references for agencies for whom we conducted similar studies within recent years, as well as some that are currently underway.

Agency and Project	Contact Information
<p><b>Dublin San Ramon Services District</b></p> <p>Classification and Compensation Study completed in 2008. Since then we have provided multiple single-classification studies, recruitments, and special project support. <u>Ongoing</u>.</p>	<p><b>Ms. Michelle Gallardo</b>  Organizational Services Manager  (925) 875-2290  7051 Dublin Boulevard  Dublin, CA 94568  <a href="mailto:mgallardo@drrsd.com">mgallardo@drrsd.com</a></p>
<p><b>El Dorado County Transit Authority</b></p> <p>Total compensation study completed August 2014.</p>	<p><b>Ms. Mindy Jackson</b>  Executive Director  (530) 642-5383  6565 Commerce Way  Diamond Springs, CA 95619  <a href="mailto:MJackson@eldoradotransit.com">MJackson@eldoradotransit.com</a></p>
<p><b>Fallbrook Public Utility District</b></p> <p><u>Currently</u> in the midst of a compensation study which is close to completion.</p>	<p><b>Ms. K. A. (Casey) Walters</b>  Human Resources Administrator  (760) 728-1125, Ext. 1103  990 E. Mission Road, P. O. Box 2290  Fallbrook, CA 92088-2290  <a href="mailto:casey@fpud.com">casey@fpud.com</a></p>
<p><b>Mid-Peninsula Water District</b></p> <p>Total compensation and classification studies completed in 2006 and 2007. General Manager salary study in 2008 &amp; 2009. Total compensation studies completed in 2010 and 2014.</p>	<p><b>Ms. Tammy Rudock</b>  General Manager  (650) 591-8941  3 Dairy Lane  Belmont, CA 94002  <a href="mailto:tammyr@midpeninsulawater.org">tammyr@midpeninsulawater.org</a></p>
<p><b>South Tahoe Public Utility District</b></p> <p>Total compensation study for the entire District completed in 2007-08 and update completed in 2012. Additional classification and compensation work performed in 2014.</p>	<p><b>Ms. Nancy Hussmann</b>  Human Resources Director  (530) 544-6474  1275 Meadow Crest Drive  South Lake Tahoe, CA 96150  <a href="mailto:nhussmann@stpud.dst.ca.us">nhussmann@stpud.dst.ca.us</a></p>
<p><b>City of Calistoga</b></p> <p>Classification and Compensation Study, completed 2015.</p>	<p><b>Ms. Gloria Leon</b>  Administrative Services Director  (707) 942-2803  1232 Washington Street  Calistoga, CA 94515  <a href="mailto:gleon@ci.calistoga.ca.us">gleon@ci.calistoga.ca.us</a></p>



# Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

<p><b>City of Lafayette</b></p> <p>Classification and Total Compensation Study completed in 2013.</p>	<p><b>Ms. Tracy Robinson</b>  Administrative Services Director  (925) 299-3227  3675 Mt. Diablo Road, #210  Lafayette, CA 94549  <a href="mailto:trobinson@lovelafayette.org">trobinson@lovelafayette.org</a></p>
<p><b>Mountain House Community Services District</b></p> <p>Classification and compensation study completed March 2014.</p>	<p><b>Mr. Gabriel Karam</b>  Interim General Manager  (209) 831-5656  230 South Sterling Dr., Suite 100  Mountain House, CA 95391  <a href="mailto:gkaram@sigov.org">gkaram@sigov.org</a></p>

## KEY DIFFERENTIATORS

Koff & Associates’ most critical differentiation factor is our involved, all-inclusive, transparent, and collaborative approach and methodology to compensation study, as outlined above. The following are some of the major components of our methodology and customer services approach:

### Stakeholder Touchpoints

We believe in a high level of stakeholder contact and interaction to ensure organizational buy-in to the study throughout the entire process. The following are the major milestones at which we touch base with the project team, management, employees, and/or other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- PDQ completion and review;
- Employee, supervisor, and management interviews;
- Stakeholder input regarding a list of appropriate comparator agencies;
- The District/stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the District. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

### Expectations of District Support

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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- Timely provision of written documentation, such as current class specifications, personnel policies, organizational charts, budget documents, requests for audits, past compensation and benefits studies, etc.;
- Assistance in the notification and scheduling of orientation and other meetings and the provision of adequate space;
- Assistance in scheduling project team, management, employee representation, employee, and other meetings; and
- Meeting agreed upon timelines.

In terms of time commitment for District staff, it is our expectation that the District would hire an outside consultant to conduct the entire effort. It is our goal to reduce the time commitment of District staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling meetings, disseminating information, and in general, be a channel of communication between our firm and employees.

### Post-Implementation Consultation and Support

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions or to discuss certain aspects of the study, or ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, we would honor our composite hourly rate for actual hours spent at the District. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our total lump sum fee for this project.

### Delegation of Subcontract Responsibilities

Koff & Associates does not and will not delegate or subcontract its responsibilities to any other parties without prior written consent from the District.

## COST PROPOSAL

We have found that our proposals address a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with the District's study project team, management, employee representation, and employees. The time we commit to working with the employees [study project team meetings, orientations and briefings, meetings with employees via



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

personal interviews, informal appeal process, etc.] results in a significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has never had a formal appeal to any of our studies in its history. It has been our experience that the money and time invested in stakeholder touch-points throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful classification and/or compensation study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Every time our firm was hired after such a negative experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by employees, management, employee representation, and the governing body. Our success rate is also attributable to the fact that we have over thirty years of experience working with employees of all types of backgrounds, educational levels, and work experiences and are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is their first time.

The tendency may be to select the firm with the lowest cost proposal but it has been our experience that ultimately the price can be much higher considering the additional time and lost goodwill that can result from utilizing a less involved process.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

We want to emphasize that we provide an all-inclusive lump-sum cost amount for the entire study and do not believe in underpricing the effort or change orders along the way, unless the District requests an obvious and identifiable *additional* level of effort. However, we're also aware that budgets are often limited and that non-profit organizations must be economically conservative.

The cost proposal below is broken down by project task, so that the District can make informed decisions about what is needed/required in terms of scope of work. Of course, the District may select any combination of the tasks below and we are open to negotiating a cost option that best serves the District's needs.

	<b>Total Classification and Compensation Study</b>	<b>Hours</b>
A.	Initial Documentation Review/Meetings with Study Project Team and Management Staff	4
B.	Identify Comparator Agencies, Benchmark Classes, and Benefits to Be Collected	8



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

C.	Orientation Meetings with Employees and Distribution of Position Description Questionnaire	2
D.	Position Description Questionnaire Completion and Review	4
E.	Employee/Supervisor/Management Interviews	10
F.	Classification Concept/Preliminary Allocation Development	4
G.	Draft Class Description Development/Update	30
H.	Draft Class Description Review/Informal Appeal Process	6
I.	Finalize Classification Plan/ Final Report	8
J.	Data Collection	20
K.	Analysis and Preliminary Data Review	10
L.	Draft Compensation Findings/Additional Analysis/Project Team Meeting and Informal Appeal Process	4
M.	Internal Relationship Analysis/Internal Alignment	2
N.	Salary Structure and Implementation Recommendation Development	4
O.	Development of Draft Final and Final Report and Deliverables	8
P.	Final Presentation	4
Q.	Formal Appeal Process *	0
	Additional meetings with study Project Team, management, employees, and/or other stakeholders	4
	<b>Total Professional Hours</b>	<b>132</b>
	Combined professional and clerical composite rate: <b>\$114/Hour</b>	<b>\$15,048</b>
	Expenses are <b>included</b> in our fee:	\$0
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, hotels, travel/mileage, per diem, etc.</i>	
	<b>TOTAL LUMP SUM FOR PROJECT NOT TO EXCEED:</b>	<b>\$15,048</b>
	*Additional consulting will be honored at composite rate (\$114)	



## Classification and Compensation Study Proposal

Town of Discovery Bay Community Services District

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### Proposal Signature Page

Koff & Associates intends to adhere to all of the provisions described in the RFP.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: **KOFF & ASSOCIATES**  
State of California

July 30, 2015

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Katie Kaneko  
President

Date







**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item H



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item I



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item J



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item K



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item L



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item M



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item O



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*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item P