



# TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday June 15, 2011  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING at 7:00p.m.**

**A. ROLL CALL**

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

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

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

**C. PRESENTATIONS**

**D. CHAIR REPORT AND DIRECTORS' COMMENTS**

**E. CONSENT CALENDAR**

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

1. Minutes of previous Regular Meeting dated June 1, 2011
2. Minutes of previous Special Meeting dated June 8, 2011
3. District Invoices
4. District Financials
5. A Resolution No 2011-15 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

**F. NEW BUSINESS AND ACTION ITEMS**

1. Resolution Number 2011-14 Adopting a Policy for Reimbursement of Expense and Travel of Officials and Employees and for Board Member Compensation of the Town of Discovery Bay Community Services District
2. Adopt Resolution Number 2011-16 Approving the Fiscal Year 2011-12 Operating, Capital and Revenue Budgets
3. Appointment of Board Member to Code Enforcement Committee

**G. VEOLIA REPORT**

1. Veolia Monthly Operations Report for May 2011

**H. MANAGER'S REPORTS**

**I. GENERAL MANAGER'S REPORT**

**J. DISTRICT LEGAL COUNSEL REPORT**

**K. COMMITTEE UPDATES**

1. Minutes approved for the Town of Discovery Bay CSD Regular Meeting of the Community Center Committee dated May 17, 2011

**L. CORRESPONDENCE-Discussion and Possible Action**

1. R – Letter from Supervisor Piepho to Sheriff David O. Livingston regarding the Byron Union School District and their support to fund the Discovery Bay P-6 Zone School Resource Officer dated May 31, 2011
2. R – Transplan Committee Meeting Minutes for May 12, 2011
3. R – Minutes for the State Route 4 Bypass Authority dated April 14, 2011
4. R – Minutes for the State Route 4 Bypass Authority dated May 12, 2011

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

Adjourn to the next Regular meeting of July 6, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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





# TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday June 1, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 7:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**A. ROLL CALL**

The meeting was called to order at 7:00p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present with the exception of Director Tetreault.

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

None

**C. PRESENTATION**

**1. County Code Enforcement Report**

**Code Enforcement Officer District 3 Patty Cookson** – Complimented the Town of Discovery Bay CSD for maintaining the Community, with the vacant home situation and with weeds. Ms Cookson encourages the residents to fill out complaint forms when they come across abandoned vehicles etcetera. Also, please visit the Code Enforcement website to obtain clarification in regards to code enforcement violations. The website is [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**D. AREA AGENCIES REPORTS/ PRESENTATION**

**1. SHERIFF'S OFFICE REPORT**

**Deputy Mark Spaulding** – Announced that Lieutenant Burton was out sick and that he would provide a verbal update. Deputy Spaulding stated that the suspects involved in the series of strong arm robbers plead guilty and the case is closed.

**2. CHP REPORT – No Report**

**3. FIRE DISTRICT REPORT – No Report**

**4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT**

**Battalion Chief Burris** - Provided the Incident Summary Report and explained the report in detail. He pointed out that due to the Fire Departments quick action and going above and beyond, a resident in Discovery Bay was saved by being pulled out of their burning home.

**5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT**

**President Graves** – Stated that Karyn Cornell will not be attending the meeting this evening and there are two (2) items that she wanted announced. One (1) is that there will be continued delays on Vasco Road and two (2) on June 18, 2011 there will be a Household Hazardous Waste Collection Event held at the Discovery Bay Elementary School from 9:00a.m. to 2:00p.m.

**E. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report – No Report**

**2. County Planning Commission Report – No Report**

**3. Code Enforcement Priority Report - No Report**

**4. Special Districts Report\*\* - No Report**

**\*\*These meetings are held Quarterly**



**F. CONSENT CALENDAR**

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

1. Minutes of previous regular meeting dated May 18, 2011
2. District Invoices
3. District Financials
4. Approval and Adoption of Resolution No. 2011-12 accepting the Dedication of Ravenswood Park (Subdivision 8710) and open space parcels (APN's 011-600-060, 011-610-099, 011-610-100, 011-620-047, & 011-620-048) from Contra Costa County

**President Graves** – Stated that Item F4 will be pulled from the Consent Calendar

**Motion made** – by Director Simon by excluding item F4 we approve the Consent Calendar as it stands and seconded by Director Steele. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault

**G. NEW BUSINESS AND ACTION ITEMS**

1. Presentation of proposed Water and Wastewater Rates for the Fiscal Year(s) 2011-12 and 2012-13

**General Manager Howard** – Introduced Gary Hornberger and that he will be providing a presentation for the Water and Wastewater Rates.

**Gary Hornberger** – Provided details of the presentation and what the goals are for the rate development

The discussion continued between the Board, the General Manager, and the Public in regards to the different sections of the Water and Wastewater Rate presentation along with the DRAFT FY2011/12 Operating and Capital Improvement Program Budget in relation to the proposed water and sewer rates.

**Motion made** – by Vice-President Dawson to adopt Option two (2) and no second

**Motion Failed**

**Motion made** – by Vice-President Dawson to adopt Option two (2) and seconded by President Graves. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault

**Legal Counsel Schroeder** – Stated that the Board should consider a motion to approve the Staff recommendation as pertained in the report using Option two (2).

**Motion made** – by Vice-President Dawson to so move the statement above by Legal Counsel Schroeder and seconded by President Graves. Motion carried by the following vote: AYES: 3, NOES: 0, ABSTAIN: 1 – Director Simon, ABSENT: 1 – Director Tetreault

2. Award of contract for the Cornell Park Play Area Renovation (Ph. I) project to James Breneman

**General Manager Howard** – Introduced item G-2

**Landscape Manager Pérez** – Stated that this item is for the Phase I renovation for the Cornell Park Play Area which includes most of the site work; however, the renovation does not include the play surfacing or the structure installation, that will come at a later date.

**Motion made** – by Vice-President Dawson to accept bid and award construction contract in the amount of \$58,600.00 to James Breneman and authorize the President of the Board to execute necessary contract documents and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

3. California Regional Water Quality Control Board Administrative Civil Liability Complaint R5-2011-0576 for Assessment of Mandatory Minimum Penalties (MMP's) – Town of Discovery Bay Community Services District (TODBCSD)

**General Manager Howard** – Stated that this item is brought to the Board due to the letter from the Regional Water Quality Control Board indicating that we would be fined for MMP's for five (5) different excursions which took place in January (19, 21, 24, 25, and 26), 2011.

The discussion continued between the General Manager and the Board.

**Motion made** – by Director Simon to adopt Staff recommendation not to exceed the \$15,000 fine and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

4. Approve Purchase of One (1) 30-hp Vaughan Chopper Pump for Wastewater Treatment Plant No. 1 Influent Station

**General Manager Howard** – Stated that we currently have two (2) ITT Flygt pumps that require maintenance and we would like to repair them both along with purchasing the new Vaughan Chopper Pump.

**Water and Wastewater Manager Koehne** – Stated the need to purchase the Vaughan Chopper Pump.

**Motion made** – by Director Simon to approve the purchase of one (1) 30-hp Vaughan chopper Pump for Wastewater Treatment Plant No. 1 Influent Station not to exceed \$20,000 and seconded by Director Steele. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

5. Approve contract to outsource monthly services for water meter billing with Freedom Mailing

**General Manager Howard** – Stated that this item has been discussed previously. General Manager Howard explained the need for outsourcing the monthly services for the water meter billing.

The discussion continued between the General Manager, the Board, and the Public in regards to the item and the process being more cost effective.



Motion made – by Vice-President Dawson to authorize the General Manager to execute contract documents between the District and Freedom Mailing to outsource monthly services for water meter billing in the annual amount of \$12,450 effective July 1, 2011 and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

**H. CHAIR REPORT AND DIRECTORS' COMMENTS**

**Vice-President Dawson** – Provided his report and stated that he attended the May 19, 2011 Byron Union School District Meeting and provided the details of the meeting. The school is instituting a service learning program for graduation of the Middle school, and what that means is there will be a requirement of Community Service for a two (2) hour per year of Community Service in order to graduate.

**Director Steele** – Announced a reminder of the Community Center Meeting for Tuesday, June 7, 2011 at 3:00p.m.

**President Graves** – Announced that he wanted to acknowledge the first task of the Intern Program and we now have the "At a Glance" Rosenberg's Rules of Order, which will be very useful. Also, wanted to remind the Public of the East Contra Costa Fire Protection District Meeting on Monday, June 6, 2011 and wants to encourage residents to attend the meeting.

**I. MANAGER'S REPORT**

None

**J. GENERAL MANAGER'S REPORT**

**1. DRAFT Water Quality Report**

**General Manager Howard** – Stated that he has two (2) items and one (1) is the DRAFT Water Quality Report which will be mailed out in the next few days, and the second item is that the Auditors are here; they have been here last week and will be this week, and part of next week.

**K. DISTRICT LEGAL COUNSEL REPORT**

**Legal Counsel Schroeder** – Stated that he will not be attending the next Regular Meeting for Wednesday June 15, 2011 and that his colleague DeeAnne Gillick will be attending the meeting.

**L. COMMITTEE UPDATES**

No updates

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

1. R – Byron Municipal Advisory Council meeting minutes for April 21, 2011
2. R – Letter from Supervisor Piepho to Captain James Cahoon regarding the concerns from residents who live along Marsh Creek road regarding the speed during commute hours dated May 11, 2011.
3. R – Letter from Supervisor Piepho regarding a resolution for the National Safe Boating Week in Contra Costa County dated May 11, 2011.
4. R – Letter from Supervisor Piepho regarding the questions concerning landscaping zones in the Discovery Bay community dated May 12, 2011.
5. R – Letter from Supervisor Piepho to Sherriff – Coroner David O. Livingston regarding the funding for the School Resource Office for the Byron Union School District dated May 12, 2011.
6. R – Memo from Susan Cohen, Special Districts Manager to Karyn Cornell regarding response to email dated April 15, 2011 from Mr. Barber dated May 9, 2011.

**N. PUBLIC RECORD REQUESTS RECEIVED**

1. Requested by William Richardson – CSD Web Site Maintenance – Dated May 19, 2011

**O. FUTURE AGENDA ITEMS**

**Vice-President Dawson** – Stated that he would like to discuss the representation from this Board to the Contra Costa Code Enforcement

**P. ADJOURNMENT**

The meeting was adjourned at 9:19p.m. to the next special meeting on June 8, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 6.7.11





# TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday June 8, 2011  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**A. ROLL CALL**

The meeting was called to order at 6:30p.m. Roll call was taken and all Directors were present.

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

None

**C. DRAFT FY2011/12 Operating and Capital Improvement Program Budgets**

**President Graves** – Introduced Item C – DRAFT FY2011/12 Operating and Capital Improvement Program Budgets and staff has outlined a very comprehensive Budget.

**General Manager Howard** – Gave details of the proposed preliminary FY2011/12 Operating and Capital Improvement Program Budget.

**General Manager Howard** – Explained the Operating section of the budget and that there are no new programs being offered. The Operating Budget continues to maintain current levels of service. The Operating budget does include the new Veolia Contract, the increased costs of utilities, as well as adjustments for the increases in the 7300 repair account. The other large item that is included in the Operating Budget is the Caselle component of our financial system.

**General Manager Howard** – Explained the Capital section of the budget only includes those projects necessary for ongoing operations.

**General Manager Howard** – Explained the Sewer section of the budget is fairly standard information with the exception of the Beltpress – Bio-solids Area.

**General Manager Howard** – Explained the Water section of the budget again is standard information, with the exception of adding the preliminary work of site locations on the New Well #7. There is a miscellaneous section which has two (2) items, one (1) the Portable Message Units, and two (2) the Fuel Tank for regular fuel.

**General Manager Howard** – Explained that the Infrastructure Replacement Fund is a new section that has been added for the first time this year, which includes the Sewer Infrastructure Replacement Program, Pumps/Motors Replacement Program, Water Infrastructure Replacement Program, and for the Facilities and Vehicles Replacement Fund.

**General Manager Howard** – Explained that there are no changes with positions. The only changes in staffing are several title changes as well as the elimination of the Account Clerk position and with the addition of the Finance Manager position.

**General Manager Howard** – Added that all of the Landscape Budgets are included in the proposed Budget.

The discussion continued between the General Manager and the Board with respect to the Operating Budget; the Board agrees that the Operating section of the Budget is organized well.



The discussion continued between the General Manager, the Board, and the Public which includes items from the Capital Improvement Budget listed below:

**Sewer**

1. Carport for Plant 2 for Equipment -
2. Salinity Study Project
3. Trailered Trash-Pump
4. Collection System Pump Station Improvements

**Water**

5. Water Meter Trailer – Includes a restroom
6. New Well #7
7. Portable Message Units
8. Fuel Tank

**General Manager Howard** – Stated that in summary the Carport for Plant 2 for Equipment, Portable Message Units, and the Fuel Tank are to be eliminated from the Budget.

The discussion continued between the General Manager, the Board, and the Public which includes items from the Capital Improvement Budget listed below. General Manager Howard would like to bring back to the Board a Reserve Policy sometime in August.

**Infrastructure Replacement Fund**

The suggested changes to the Fund will be as listed below:

1. Water Infrastructure Replacement Fund to \$100,000
  2. Facilities and Vehicles Replacement fund to \$30,000
9. In Summary the items eliminated are Carport for Plant 2 for Equipment - \$110,000, Portable Message Units - \$30,000, Fuel Tank - \$10,000, Water Meter Trailer - \$20,000  
Overall reduction total \$234,000 in the Capital Budget.

**General Manager Howard** – Explained the Landscape Budget in detail and the recommended action would be to remove the Tot Lot and use that area for the Dog Park. The other item is to replace the Horse Shoe and Bocce Court. The last item is to have a Vehicle purchased.

**Landscape Manager Perez** – Brought up that the \$112,000 needs to be added to the Income Revenue Account from Measure WW Park Funds.

**General Manager Howard** – Stated his plan on the changes. The recommended changes will be brought back to the Board for final adoption at the June 15, 2011 Town of Discovery Bay CSD Board Meeting.

**D. ADJOURNMENT**

The meeting was adjourned at 8:09p.m. to the next regular meeting on June 15, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 6.10.11





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

June 15, 2011

**Prepared By:** Terri Degler, Accounts Assistant  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 135,204.27

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

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

### Previous Relevant Board Actions for This Item

### Attachments

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

AGENDA ITEM: E-3



Request for authorization to pay invoices  
 For the Meeting on June 15, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
1	7002	Express Employment Inv#99567192-2, dtd 5/18/11 temp: Terri Degler w/e 5/15/11	\$899.60
2	7002	Express Employment Inv#99581312-8, dtd 5/25/11 temp: Terri Degler w/e 5/22/11	\$899.60
3	7002	Express Employment Inv#99606875-5, dtd 6/1/11 temp: Terri Degler w/e 5/29/12	<u>\$432.93</u>
			\$2,232.13
4	7002	Frank Cramer Exp rept May 2011, Mileage	\$63.75
5	7002	Sue Heint Exp rept 5/19/11, Mileage	\$67.32
6	7003	SDRMA Inv#00080011-IN, dtd 6/6/11 Ancillary benefits	\$2,634.87
7	7010	Caselle Inv#38646, dtd 6/1/11 Contract support charges for 9/1/11-10/31/11	\$540.00
8	7010	Luhdorff & Scalmanini Inv#26867, dtd 5/30/11 TODB CSD Water Master Plan	\$10,858.68
9	7210	Brentwood Reprographics Inv#2011-2099, dtd 6/6/11 B & W mailer	\$454.48
10	7210	USPS Postage for Rate Increase	\$1,227.11
11	7280	Bay Area Air Quality Inv#2SR42, dtd 5/24/11 Permit renewal for site B1906	\$1,942.00
		<u>U.S. Bank - Visa - Statement closing 4/25/11</u>	
12	7290	Staff Training	\$49.00
13	7300	General Repairs W/S	\$2,033.40
14	7430	Office Supplies	\$164.87
15	7550	Telephone	\$107.44
16	7685	Tools	\$93.34
17	7690	Maint/Fuel	\$713.24
18	7950	Miscellaneous	\$137.08
19	7952	To be Reimbursed from DB #8 & #9	<u>\$2,353.36</u>
		<b>Sub-Total</b>	<b>\$5,651.73</b>
		<u>ACE Hardware Account - Statement closing 5/30/11</u>	
20	7300	General Repairs water/sewer	\$25.04
21	7320	Special Equip/Signage	\$30.93
22	7630	Site maintenance/landscape	\$4.72
23	7685	Tools	<u>\$62.54</u>
		<b>Sub-Total</b>	<b>\$123.23</b>
24	7300	American Retrofit Inv#86, dtd 5/2/11 Labor to rework air dryer at WWTP#2	\$550.00
25	7300	American Retrofit Inv#88, dtd 5/2/11 Trace fail problem with rake control	\$450.00
26	7300-P	American Retrofit Inv#90, dtd 5/3/11 Labor to check P1 influent pump	\$150.00
27	7685	American Retrofit Inv#100, dtd 6/5/11 Repair portable trash pump	\$180.00
28	7630	American Retrofit Inv#101, dtd 6/5/11 Repair pole light WWTP1	\$750.00
29	7630	American Retrofit Inv#102, dtd 6/5/11 Rewire pole light WWTP1	\$350.00
30	7630	American Retrofit Inv#103, dtd 6/5/11 Repair rotor 1 WWTP1	\$250.00
31	7300	American Retrofit Inv#104, dtd 6/5/11 Repair Bio solid sump pump	\$400.00
32	7300	American Retrofit Inv#105, dtd 6/5/11 Repair headworks auger WWTP1	\$575.00
33	7300	American Retrofit Inv#106, dtd 6/5/11 Rework circ pump at headworks WWTP2	\$350.00
34	7300	American Retrofit Inv#106, dtd 6/8/11 Install new fail test light on clarifier 4 rake arm	\$290.00
35	7300	American Retrofit Inv#107, dtd 6/8/11 Install auto rev motor control WWTP2	<u>\$575.00</u>
		<b>Sub-Total</b>	<b>\$4,870.00</b>
36	7300	Ashaland Inv#95417303, dtd 5/2/11 Polymer	\$3,954.15
		<u>Petty Cash Account - Period Ending 6/10/11</u>	
37	7300	General Repairs W/S	\$25.00
38	7690	Main/Fuel	\$91.85
39	7950	Miscellaneous	<u>\$28.47</u>
			\$145.32
40	7300	R & B Company Inv#S1257046.001, dtd 5/31/11 Parts for fire hydrants	\$1,165.33
41	7300	R & B Company Inv#S1258622.001, dtd 6/6/11 Maintenance/repair Low lead	<u>\$406.96</u>
			\$1,572.29
		<b>Sub-Total page 1</b>	<b>\$25,414.63</b>



Request for authorization to pay invoices  
 For the Meeting on June 15, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/10 - 6/11

Acct Code			
42	7300	Radwell Int'l Inv#1369661, dtd 5/18/11 Group schneider module/container	\$229.50
43	7300-P	Shape Inv#115979, dtd 5/31/11 Influent #1 Plant 1	\$7,661.48
44	7300-P	Shape Inv#115980, dtd 5/31/11 Influent #1 Plant 1	<u>\$655.00</u>
		<b>Sub-Total</b>	<b>\$8,316.48</b>
45	7300	Watersavers Inv#11064375, dtd 6/8/11 Parts for headworks WWTP1	\$143.06
46	7330	BCS #SI5877947, dtd 5/26/11 Chemicals	\$1,059.27
47	7330	BCS #SI5877948, dtd 5/26/11 Chemicals	\$1,952.28
48	7330	BCS #SI5880356, dtd 6/2/11 Chemicals	\$1,684.37
49	7330	BCS #SI5880357, dtd 6/2/11 Chemicals	<u>\$803.71</u>
		<b>Sub-Total</b>	<b>\$5,499.63</b>
50	7420	United Parcel Service Inv#12X417221, dtd 5/28/11 Pick up 5/27/11	\$10.86
51	7430	Office Depot Inv#565246830001, dtd 5/21/11 Office Supplies	\$27.20
52	7430	Office Depot Inv#566079326001, dtd 5/27/11 Office Supplies	\$125.60
53	7430	Office Depot Inv#566829061001, dtd 6/3/11 Office Supplies	<u>\$198.94</u>
		<b>Sub-Total</b>	<b>\$351.74</b>
54	7510	MediaMacros, Inc. Inv#2140, dtd 5/31/11 Web hosting-1 year Basic Shared Server	\$1,000.00
55	7520	Verizon Wireless Acct#571177035-00001, dtd 5/26/11 Phones	\$407.50
56	7630	Brut Force Inv#106 June 2011, dtd 5/31/11 Monthly cleaning service	\$110.00
57	7630	Sunstate Equip. Inv#4928563-001, dtd 5/27/11 Scissor Lift	\$247.99
58	7665	Antioch Plumbing Inv#5219, dtd 5/24/11 Repair Channel Rd. Plant#1	\$371.66
59	7665	EG Roofing Inv#6973, dtd 5/22/11 Complete reroof office bldg	\$14,626.55
60	7670	Big Dog Computer Inv#20090930-15 A, dtd 5/11/11 Service/monthly subscription	\$1,075.00
61	7690	Thornburg Mobile Serv. Inv#50257, dtd 6/4/11 Gehl skidsteer	\$595.67
62	7720	Brian Dawson Exp rept May 2011, Director's meetings	\$600.00
63	7720	Kevin Graves Exp rept May 2011, Director's meetings	\$600.00
64	7722	Kevin Graves Exp rept May 2011, Director's meetings	<u>\$77.01</u>
		<b>Sub-Total</b>	<b>\$677.01</b>
65	7720	Mark Simon Exp rept May 2011, Director's meetings	\$600.00
66	7720	Chris Steele Exp rept May 2011, Director's meetings	\$500.00
67	7950	Dawn Gibson/KD Promotiona Prod. Inv#60, dtd 6/2/11 Relay for Life T-shirts for team	\$147.00
68	7950	Jobs Available Inv#A13008, dtd 6/7/11 Finance Manager Ad	\$756.00
69	7952	My Bark Inv#4219 #61, dtd 4/20/11 Bark delivery	\$2,199.48
		<b>Sub-Total page 2</b>	<b>\$49,387.56</b>
		<b>Sub-Total page 1</b>	<b><u>\$25,414.63</u></b>
		<b>TODB TOTAL...</b>	<b>\$74,802.19</b>



Request for authorization to pay invoices  
 For the Meeting on June 15, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/10 - 6/11

Acct Code			
Payroll for 4/16-4/30/11			
1	7001	General Manager Payroll	\$11,002.58
2	7002	<u>District Staff Payroll and Payroll Processing Fees</u>	<u>\$39,590.67</u>
		Payroll Total...	<u>\$50,593.25</u>
Caselle Utility Account			
1	7951	Refund of Overpayment Acct# 1-011-400-056.5.01	\$22.34
		Caselle Utility Total	\$22.34
TODB GRAND TOTAL			<b>\$125,417.78</b>
Community Center Fund			
1	7960	Point of Sale Credit Card Payments deposited wrong account(on RFA 6/15/11)	862.87
		Community Center Fund Total	<u>\$862.87</u>



Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting Account Description	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	75.00%	Mar 11 Month to Date Expenses	83.33%	91.67%	Jun 11 Month to Date Expenses	Pending Approval 06/15/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD	
															Apr 11 Month to Date Expenses
7000	Contract Services														
7001	General Manager	\$103,719	102%	\$130,000	\$55,364		\$33,116		\$11,003	\$11,003		\$110,218	\$110,218	85%	
7002	District Staff	\$388,678	176%	\$270,000	\$223,591	\$863	\$122,637	\$44,387	\$42,639	\$41,954		\$497,729	\$497,729	184%	
	W Staff Water Related			\$126,000								\$0	\$0	0%	
	L Landscape Related (Reimb)			\$121,000								\$0	\$0	0%	
7003	District Benefit's	\$0	0%	\$52,500	\$3,690		\$4,393	\$4,413	\$1,362	\$2,635		\$25,833	\$25,833	49%	
7005	Legal	\$87,417	146%	\$80,000	\$7,321		\$18,192	\$43	\$6,368			\$68,422	\$68,422	86%	
7010	Consulting Services	\$104,787	44%	\$210,000	\$24,611		\$36,432	\$47,482	\$36,650	\$11,399		\$280,278	\$280,278	133%	
7011	Veolia Operations	\$1,079,476	161%	\$1,173,000	\$250,086		\$88,434	\$95,701	\$83,362			\$984,395	\$984,395	80%	
7012	Veolia Prev & Corrective Fund	\$101,819	212%	\$80,000	\$15,754		\$3,560					\$56,102	\$56,102	70%	
7013	NPDES Permit	\$0	0%	\$24,000								\$0	\$0	0%	
	W Staff Water Related											\$0	\$0	0%	
7014	Outsource of Water Billing											\$0	\$0	0%	
7015	General Operating Expenses														
7120	Audit	\$21,025	111%	\$35,000									\$23,380	\$23,380	67%
7135	Electrical Cost (water)	\$328,208	109%	\$300,000	\$13,890	\$15,931	\$14,538	\$15,829	\$13,425			\$303,804	\$303,804	101%	
7137	Electrical Cost (sewer)	\$371,784	124%	\$325,000	\$26,828	\$22,447	\$25,765	\$25,621	\$39,364			\$342,851	\$342,851	105%	
7210	Public Comm & Noticing	\$13,367	134%	\$5,000			\$1,820	\$190		\$1,682		\$2,398	\$2,398	48%	
7220	Election Expenses	\$0	0%	\$12,000		\$5,281						\$5,281	\$5,281	44%	
7230	Rent - Public Meetings	\$0	0%	\$500								\$0	\$0	0%	
7250	Memberships	\$28,073	466%	\$16,000	\$237					\$1,942		\$6,023	\$6,023	38%	
7280	Permits	\$29,233	97%	\$50,000								\$36,439	\$36,439	73%	
7285	NPDES NOV Fines (s)	\$1,716	49%	\$25,000		\$135	\$3,112	\$4,216	\$15,000			\$15,000	\$15,000	60%	
7290	Staff Training	\$1,716	49%	\$2,500		\$135	\$50	\$50		\$49		\$2,161	\$2,161	86%	
7300	General Repairs Water / Sewer	\$554,147	185%	\$350,000	\$27,444	\$33,099	\$31,505	\$48,786	\$18,136	\$11,172		\$558,770	\$558,770	160%	
	P Pump Repairs	\$7,029	185%	\$150,000	\$7,029	\$19,296	\$6,715	\$17,510	\$1,240	\$8,466		\$92,751	\$92,751	62%	
7310	NTR / SIP Testing	\$0	0%	\$15,000				\$63	\$517	\$31		\$0	\$0	0%	
7320	Special Equipment/Signage	\$4,699	157%	\$3,000				\$6,910	\$4,896	\$5,500		\$1,268	\$1,268	42%	
7330	Chemicals/Odor Materials	\$97,797	196%	\$65,000	\$2,394	\$4,289						\$82,431	\$82,431	127%	
7400	Office Expenses														
7410	Copier Maint	\$4,697	94%	\$4,500	\$284	\$271		\$730				\$2,850	\$2,850	63%	
7420	Postage	\$17,497	250%	\$8,000	\$785	\$897	\$3,307	\$96	\$870	\$11		\$11,710	\$11,710	468%	
7430	Office Supplies	\$17,497	250%	\$8,000	\$765	\$499	\$490	\$1,111	\$284	\$517		\$6,895	\$6,895	86%	
7500	Communications														
7510	Web Site/Internet	\$29,109	970%	\$1,000	\$852	\$411	\$396	\$616	\$75	\$1,000		\$4,400	\$4,400	440%	
7520	Wireless	\$4,849	162%	\$4,500	\$107	\$106	\$355	\$634	\$125	\$408		\$5,705	\$5,705	127%	
7550	Telephone	\$6,371	255%	\$4,000								\$4,590	\$4,590	115%	
7600	District Wide														
7630	Site Maintenance /Landscape	\$23,632	236%	\$15,000	\$823	\$807	\$356	\$4,149	\$68	\$1,713		\$20,119	\$20,119	134%	
7665	Office Bldg / Improvements	\$21,877	438%	\$10,000	\$312	\$150	\$313	\$313	\$14,998	\$14,998		\$3,315	\$3,315	33%	
7670	Office Equipment / Software	\$30,095	601%	\$8,000	\$312	\$192	\$224	\$2,725		\$1,075		\$5,787	\$5,787	72%	
7680	Office Furnishings	\$1,456	146%	\$1,000	\$69	\$594	\$219	\$163		\$336		\$6,147	\$6,147	176%	
7685	Tools	\$6,193	206%	\$3,500	\$1,068	\$6	\$1,481	\$1,869	\$343	\$1,401		\$24,355	\$24,355	128%	
7690	Maint / Fuel	\$25,323	141%	\$19,000	\$2,445	\$1,894	\$2,331	\$2,797		\$2,377		\$21,011	\$21,011	58%	
7700	Directors Expense	\$25,038	70%	\$36,000	\$385	\$90	\$50	\$86	\$16	\$1,069		\$164	\$164	27%	
7720	Compensation	\$312	31%	\$600								\$10,621	\$10,621	89%	
7730	Training	\$161,203	16120%	\$10,000	\$19,022	\$11,162	\$16,958	\$4,826	\$8,631	\$4,553		\$117,487	\$117,487	117%	
7951	Misc. - Reimbursable	\$0	0%	\$0								\$0	\$0	0%	
7952	Misc. - Zones Reimbursable	\$0	0%	\$0								\$0	\$0	0%	
7955	Reimbursement (Hofmann)	\$0	0%	\$0								\$0	\$0	0%	
7100	Insurance														
	General Liability	\$102,503	171%	\$48,000									\$0	\$0	0%
7120	Worker's Comp	\$6,000	172%	\$5,500									\$4,458	\$4,458	74%
7800	County Services														
7805	Revenue Collection	\$5,153	172%	\$700									\$4,640	\$4,640	84%
7810-0810	Investment Fee	\$0	0%	\$0									\$0	\$0	0%
7815-2315	Data Processing	\$0	0%	\$0									\$0	\$0	0%
7820	Accounting (A/P, A/R, GL)	\$0	0%	\$2,500									\$0	\$0	0%





Request for authorization to pay invoices  
 For the Meeting on June 15, 2011  
 Town of Discovery Bay, D.Bay L&L Park #8  
 For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
1		<u>Ace Hardware Account #808 - Closing Date 5/30/11</u>	
	2130	Small Tools & Instruments	\$55.12
	2282	Grounds Maintenance	<u>\$50.54</u>
		<b>Sub-Total</b>	<b>\$105.66</b>
2		<u>Town of Discovery Bay Cal Card Account - Period Ending 4/25/11</u>	
	2130	Small Tools & Instruments	\$62.58
	2270	Maintenance of Equipment	\$137.63
	2272	Gasoline/Fuel for Equipment	\$275.00
	2281	Maintance of Buildings	\$325.43
	2282	Grounds Maintenance	\$337.91
	2479	Other Special Expenses	\$104.76
	4789	Playground Equipment	<u>\$128.76</u>
		<b>Sub-Total</b>	<b>\$1,372.07</b>
3	2281	Antioch Plumbing Inv#5225, dtd 5/26/11 Clean calcium in bathrooms/DB Blvd bldg/Basketball ct. bldg.	\$734.75
4	2282	Cleary Bros. Inv#-74287, dtd 4/12/11 Turf renovation - Cornell Park	\$3,480.00
5	2282	Watersavers Inv# 11057237, dtd 5/18/11 Bender board	\$70.55
6	2282	Watersavers Inv# 11058896, dtd 5/23/11 Ground maintenance supplies	\$30.54
7	2282	Watersavers Inv# 11060578, dtd 5/26/11 Ground maintenance supplies	<u>\$94.34</u>
		<b>Sub-Total</b>	<b>\$195.43</b>
8	3530	Contra Costa Tax Collector Inv#08329, dtd 5/24/11 Parcel #008 010 029 0 Newport Dr.	\$787.47
9	3530	Contra Costa Tax Collector Inv#08390, dtd 5/24/11 Parcel #008 340 033 3 Entrance to WWTP#2	\$88.71
10	3530	Contra Costa Tax Collector Inv#08391, dtd 5/24/11 Parcel #008 340 040 8 WWTP#2	\$1,308.62
11	3530	Contra Costa Tax Collector Inv#08392, dtd 5/24/11 Parcel #008 340 041 6 Hwy4/WWTP#2	<u>\$534.35</u>
		<b>Sub-Total</b>	<b>\$2,719.15</b>
12	4789	Brentwood Reprographics Inv#2011-1943, dtd 5/25/11 Bond plot/bond copies Cornell Park	\$95.44
13	4789	Brentwood Reprographics Inv#2011-1971, dtd 5/26/11 Bond plot/bond copies Cornell Park	<u>\$98.06</u>
		<b>Sub-Total</b>	<b>\$193.50</b>
14	4789	Sue Heint Exp rept 5/3/11, Balloons for Cornell Park	\$4.54
		<b>TOTAL</b>	<b>\$8,805.10</b>



County Acc#	Town of Discovery Bay/D.Bay L&L Park #8 Operating Expense Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	2010/2011 Expenses												2010/2011 Actuals	2010/2011 % of Budget YTD
						Jan 11 Month Expenses	Feb 11 Month Expenses	Mar 11 Month Expenses	Apr 11 Month Expenses	May 11 Month Expenses	Jun 11 Month Expenses	Plan to Approve 6/15/2011							
2100	Office Expenses	\$500	\$1,076	215%	\$850	\$25	\$286	-\$57	\$22	\$101	100.00%			\$1,078	127%				
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150	\$11		\$60						\$220	147%				
2103	Postage	\$50	\$0	0%	\$50									\$11	22%				
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785									\$60	3%				
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$7,424	\$7,082	\$8,306	\$7,106	\$368	\$7,837			\$86,470	74%				
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750		\$120	\$58	\$58	\$117				\$1,838	244%				
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975		\$24							\$99	10%				
2170	Household Items	\$800	\$1,209	151%	\$900		\$210			\$194				\$1,283	143%				
2190	Public Notices	\$100	\$633	633%	\$150									\$0	0%				
2200	Memberships	\$200	\$0	0%	\$450		\$40	\$5						\$165	37%				
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500									\$220	44%				
2251	Computer Software	\$500	\$0	0%										\$0	#DIV/0!				
2270	Maintenance of Equipment	\$700	\$1,858	265%	\$950			\$6						\$138	28%				
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000		\$341		\$431	\$171				\$266	28%				
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$4,000		\$300	\$295		\$53				\$1,870	93%				
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300	\$350	\$350	\$295	\$700	\$20	\$350			\$1,735	43%				
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$12,969	\$13,701	\$18,149	\$21,311	\$13,215	\$11,370			\$3,874	73%				
2284	Requested Maintenance from County (3620)	\$500	\$0	0%										\$171,225	103%				
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100					\$10				\$0	#DIV/0!				
2303	Other Travel/Employee Expenses	\$200	\$102	51%	\$1,500									\$231	231%				
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100		\$4,402	\$389	\$44					\$433	29%				
2310	Staff Payroll	\$63,000	\$39,064	62%	\$72,000				\$805					\$6,143	76%				
2360	Insurance	\$8,000	\$10,389	130%	\$5,200	\$315		\$20,693						\$33,587	47%				
2470	Road/Construction Materials (Street Signs)	\$1,000	\$0	0%	\$500									\$1,630	31%				
2479	Other Special Expenses	\$5,000	\$5,810	116%	\$3,500	\$108				\$1,128				\$0	0%				
3530	Taxes & Assessments	\$200	\$21	10%	\$300									\$105	75%				
2490	Miscellaneous Services & Supplies	\$4,500	\$0	0%	\$300									\$307	102%				
3611	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500									\$0	#DIV/0!				
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500									\$0	0%				
Misc.	Reserves	\$500	\$0	0%	\$500									\$0	0%				
	Total Expenses	\$465,100	\$362,238	78%	\$394,494	\$21,202	\$26,856	\$47,904	\$30,698	\$15,380	\$19,557			\$8,478	80%				

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

County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	58.33% Jan 11 Month Expenses to Date	66.67% Feb 11 Month Expenses to Date	75.00% Mar 11 Month Expenses to Date	83.33% Apr 11 Month Expenses to Date	91.67% 5/1/2011 Month Expenses to Date	100.00% Jun 11 Month Expenses to Date	Approve 6/15/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500	\$3,294		\$103					\$4,062	54%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500			\$830					\$830	24%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000		\$616	\$11,129	\$11,129	\$42	\$4,508	\$327	\$27,002	23%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0	\$924	\$14,773	\$82,021	\$50,931				\$199,048	#DIV/0!
4834	DB L&L Zone #8 Misc. Projects (1)	\$233,100	\$9,314	4%	\$350,000					\$21,822	\$16,451		\$77,713	22%
4953	Cornell Park - Discovery Bay	\$3,000	\$0	0%	\$7,500		\$815	\$2,686					\$3,501	47%
4956	Vehicle Purchase	\$1,000	\$26	3%	\$1,000		\$2,600						\$17,493	#DIV/0!
	Tools & Sundry Equipment	\$251,100	\$14,182	6%	\$484,500	\$4,217	\$18,304	\$85,639	\$62,060	\$21,864	\$20,959	\$327	\$332,248	69%
	<b>Total</b>													

\*\*\* DB L&L Zone #8 Misc. Projects (1)  
1 Willow Lake Rd \$120,000  
2 Discovery Bay Blvd. (East) \$230,000  
\$350,000



Request for authorization to pay invoices  
For the Meeting on June 15, 2011  
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
For Fiscal Year's 7/10 - 6/11

Acct Code

1	<u>Town of Discovery Bay Cal Card Account - Period Ending 4/25/11</u>		
2130	Small Tools & Instruments		\$62.58
2272	Gasoline/Fuel for Equipment		\$371.04
2479	Other Special Expenses		\$391.17
4265	Various Improvements		<u>\$156.60</u>
		Sub-Total	\$981.39
		<b>TOTAL</b>	<b>\$981.39</b>

2010/2011

County Acct#	Town of Discovery Bay/L&L #9 Ravenswood Operating Expense Budget Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2010/2011 Budget	58.33% Jan 10 Month to Date Expenses	66.67% Feb 10 Month to Date Expenses	75.00% Mar 10 Month to Date Expenses	83.33% Apr 10 Month to Date Expenses	91.67% May 10 Month to Date Expenses	91.67% Jun 11 Month to Date Expenses	Planned to Pay 6/15/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	\$150	\$60	\$25		\$38	\$94				\$511	341%
2102	Books, Periodicals & Subscriptions	\$50	\$50									\$24	49%
2110	Communications (Messenger, Radio, etc.)	\$50	\$50	\$21								\$80	161%
2120	Utilities (Street Lights, Water, & Garbage)	\$3,000	\$650									\$120	18%
2130	Small Tools & Instruments	\$100	\$12,500	\$600	\$566	\$1,369	\$577	\$9	\$1,234			\$13,622	108%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	\$100	\$26	\$26	\$48	\$414	\$52		\$63		\$735	735%
2170	Household Items	\$0	\$700		\$46	\$35		\$43				\$103	21%
2190	Public Notices	\$50	\$150									\$317	45%
2200	Memberships	\$50	\$165									\$253	169%
2250	Rent & Lease of Equipment	\$500	\$500									\$40	24%
2251	Computer Software		\$500									\$0	
2270	Maintenance of Equipment	\$200	\$200									\$0	0%
2271	Automotive Supplies & Repairs	\$300	\$300				\$250					\$80	40%
2272	Gasoline/Fuel for Equipment	\$300	\$300									\$337	112%
2282	Grounds Maintenance	\$54,000	\$500	\$297	\$297	\$75						\$858	172%
2301	Auto Mileage/Employee Reimbursement	\$100	\$48,540	\$2,920	\$2,912	\$3,765	\$5,294	\$1,920	\$2,810			\$37,362	77%
2303	Other Travel Employee Expenses		\$250									\$0	
2310	Professional Services	\$5,000	\$2,000									\$0	0%
2310	Staff Payroll	\$13,000	\$25,500			\$6,379			\$291			\$10,461	523%
2360	Insurance	\$5,000	\$1,850	\$315	\$1,964	\$3,073						\$6,227	24%
2470	Road/Construction Materials (Street Signs)											\$490	27%
2479	Other Special Expenses		\$500		\$10							\$0	
2490	Miscellaneous Services & Supplies		\$300									\$368	74%
3530	Taxes & Assessments	\$1,000	\$500					\$34				\$34	11%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100										\$0	0%
Misc.	Reserves											\$0	
	Total Expenses	\$85,150	\$95,955	\$3,917	\$5,846	\$14,743	\$6,599	\$2,152	\$4,334	\$825		\$72,022	75%

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

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

For 2007/08 there is no planned Capital Improvement Plans  
Miscellaneous Adjustments:

3/11/11 \$34,799 was in 2282. S/B in acct 2170



Town of Discovery Bay/D.Bay L&L Zone #9 Capital / Asset Budget 10/11		2010/2011 Budget	66.67%	75.00%	83.33%	91.67%	100.00%	Planned to Pay 6/15/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
County Acct#	Account Description		Feb 10 Month to Date Expenses	Mar 10 Month to Date Expenses	Apr 10 Month to Date Expenses	May 10 Month to Date Expenses	Jun 10 Month to Date Expenses				
4226	Various Park	\$0									
4265	Various Improvements	\$87,865	\$71,777	\$29,212				\$157		0	
4546	Structure & Walkway Repairs	\$11,000	\$3,245	\$8,564		\$1,199			104,673		119%
4789	Playground Equipment	\$0							31,435		286%
4956	Tools & Sundry Equipment	\$0								0	
	<b>Total</b>	<b>\$98,865</b>	<b>\$75,022</b>	<b>\$37,776</b>	<b>\$0</b>	<b>\$1,199</b>	<b>\$0</b>	<b>\$157</b>	<b>\$0</b>	<b>136,108</b>	<b>138%</b>





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

June 15, 2011

**Prepared By:** Calista Anderson, Administrative Assistant & Liz Hardy, Accounts Assistant  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

District Financials

### Recommended Action

Receive and File

### Executive Summary

#### DB Lighting & Landscaping Zone #8

The account total fund balance before reserves for DB #8 is \$1,600,710

Less the reserves of \$300,000, we have a fund balance available of \$1,300,710

#### DB Lighting & Landscaping Zone #9

The account total fund balance before reserves for DB #9 is \$134,128

Less the reserves of \$56,195, we have a fund balance available of \$77,933

#### Town OF Discovery Bay, CSD Water & Sewer

The account total fund balance before reserves for Water & Sewer is \$2,676,871.17

Less the reserves of \$3,000,000, we have a fund balance available of \$5,676,871.17

### Fiscal Impact:

**Amount Requested:** N/A

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

D.Bay L&L Zone #8 Budget vs. Actuals for 2010-2011 through May 11, 2011

D.Bay L&L Zone #9 Budget vs. Actuals for 2010-2011 through May 11, 2011

Town of Discovery Bay CSD Transaction Detail Report for 2010-2011 through May 11,2011

AGENDA ITEM: E-4

D.Bay L&L Park #8 District  
 Revenue & Expenditure Budget vs. Actuals Worksheet 2010-2011  
 April 13, 2011 thru May 11, 2011 Period 10

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$1,732,129	\$1,713,602
Accounts Payable - Yr End	500		
Retainage Account	510		\$16
Due to Other Funds - Yr End	540		
Disbursements	830	(\$5,885)	(\$5,017)
Current Property Taxes	9010	\$381,210	\$437,719
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$1,978
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020	\$18,029	\$14,529
Property Taxes-Prior-Unsecured	9035		\$188
Earnings on Investment	9181	\$1,000	\$247
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		\$2,490
Misc Revenue & Services	9799&9975		\$1,842
<b>Total Revenue</b>		<b>\$2,126,484</b>	<b>\$2,167,593</b>

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$1,250)	(\$1,058)
Books, Periodicals & Subscriptions	2102	(\$200)	
Postage	2103	(\$50)	(\$11)
Communications	2110	(\$600)	(\$60)
Utilities (Street Lights, Water & Garbage)	2120	(\$100,000)	(\$78,263)
Small Tools & Instruments	2130	(\$1,850)	(\$1,762)
Minor Equipment, Furniture less than \$1000	2131	(\$350)	(\$178)
Household Items	2170	(\$1,400)	(\$1,161)
Public Notices	2190	(\$150)	
Memberships	2200	(\$300)	(\$165)
Rent & Lease of Equipment	2250	(\$500)	(\$220)
Computer Software	2251		
Maintenance of Equipment	2270	(\$950)	(\$95)
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,817)
Gasoline	2272	(\$4,000)	(\$1,715)
Maintenance of Buildings	2281	(\$5,300)	(\$3,971)
Grounds Maintenance	2282	(\$205,000)	(\$148,313)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$100)	(\$221)
Other Travel Employee Expenses	2303	(\$750)	(\$433)
Professional Services/Specialized Services	2310	(\$8,100)	(\$1,741)
Staff Payroll	2310	(\$72,000)	(\$37,704)
Insurance	2360	(\$5,200)	(\$2,075)
Road/Construction Materials (Street Signs)	2470	(\$500)	
Other Special Expenses	2479	(\$3,500)	(\$2,613)
Miscellaneous Services & Supplies	2490	(\$300)	(\$307)
Taxes & Assessments	3530/3550		
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)	
Reimbursement for County Adm. Costs	5011	(\$500)	
<b>Total Operating Expenses</b>		<b>(\$415,350)</b>	<b>(\$283,883)</b>

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Improvements	4265	(\$7,500)	(\$4,062)
Structure & Walkway Repairs	4546	(\$2,000)	(\$1,225)
Playground Equipment	4789	(\$226,000)	(\$22,493)
Landscape Master Plan	4829		
Misc. Projects - Willow Lake Road		(\$102,500)	(\$133,849)
Misc. Projects - South Point			
Misc. Projects - Laguna Court			
Misc. Projects - Discovery Point (Small Island)			
Misc. Projects - Discovery Bay Blvd (East)		(\$175,000)	(\$104,432)
Cornell Park	4834	(\$7,500)	(\$2,686)
Vehicle Purchase	4953	(\$14,000)	(\$14,254)
Tools & Sundry Equipment	4956	(\$2,750)	
<b>Total Capital/Asset</b>		<b>(\$537,250)</b>	<b>(\$283,000)</b>
<b>TOTAL EXPENSES &amp; CAPITAL</b>		<b>(\$952,600)</b>	<b>(\$566,884)</b>
<b>TOTAL FUND BALANCE BEFORE RESERVES</b>		<b>\$1,173,884</b>	<b>\$1,600,710</b>
<b>RESERVES</b>			<b>(\$300,000)</b>
<b>GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES</b>			<b>(\$866,884)</b>
<b>FUND BALANCE AVAILABLE</b>			<b>\$1,300,710</b>



D.Bay L&L Park #9 District  
 Revenue & Expenditure Budget vs. Actuals Worksheet 2010-11  
 April 13 , 2011 thru May 11, 2011 Period 10

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$234,262	\$251,015
Accounts Payable - Yr End	500		
Retainage Account	510		
Disbursements	830		
Current Property Taxes/Street Light Assessment	9754	\$82,500	\$83,405
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020		
Property Taxes-Prior-Unsecured	9035		
Earnings on Investment	9181		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$733
<b>Total Revenue</b>		<b>\$316,762</b>	<b>\$335,153</b>

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$500)	(\$459)
Books, Periodicals & Subscriptions	2102	(\$50)	
Postage	2103	(\$150)	(\$80)
Communications	2110	(\$250)	(\$120)
Utilities (Street Lights, Water & Garbage)	2120	(\$15,000)	(\$12,379)
Small Tools & Instruments	2130	(\$750)	(\$682)
Minor Equipment, Furniture less than \$1000	2131	(\$250)	(\$103)
Household Items	2170	(\$700)	(\$255)
Public Notices	2190	(\$254)	(\$254)
Memberships	2200	(\$40)	(\$40)
Rent & Lease of Equipment	2250	\$0	
Computer Software	2251	\$0	
Maintenance of Equipment	2270	(\$200)	(\$80)
Automotive Supplies & Repairs	2271	(\$300)	(\$337)
Gasoline	2272	(\$400)	\$332
Maintenance of Buildings	2281		
Grounds Maintenance	2282	(\$48,540)	(\$32,829)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$150)	
Other Travel Employee Expenses	2303	\$0	
Professional Services/Specialized Services	2310	(\$4,000)	(\$3,787)
Staff Payroll	2310	(\$25,500)	(\$12,610)
Insurance	2360	(\$1,000)	(\$490)
Road/Construction Materials (Street Signs)	2470		
Other Special Expenses	2479	(\$2,800)	(\$369)
Miscellaneous Services & Supplies	2490	(\$300)	
Taxes & Assessments	3530/3550	(\$423)	(\$423)
Interfund Exp.(Investment & Property Tax Adm.)	3611		
Reimbursement for County Adm. Costs	5011		
<b>Total Operating Expenses</b>		<b>(\$101,557)</b>	<b>(\$64,965)</b>

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Parking Lot Improvements	4226		
Various Improvements (Splash Pad)	4265	(\$120,000)	(104,625)
Structure & Walkway Repairs (Solar)	4546	(\$32,000)	(31,436)
Playground Equipment	4789		
Tools & Sundry Equipment	4956		
<b>Total Capital/Asset</b>		<b>(\$152,000)</b>	<b>(\$136,060)</b>
<b>TOTAL EXPENSES &amp; CAPITAL</b>		<b>(\$253,557)</b>	<b>(\$201,025)</b>
<b>TOTAL FUND BALANCE BEFORE RESERVES</b>		<b>\$63,205</b>	<b>\$134,128</b>

RESERVES (\$56,195)

GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES (\$257,220)

FUND BALANCE AVAILABLE \$77,933

**TOWN OF DISCOVERY BAY CSD**  
 Transaction Detail Report for April 13, 2010 through May 11, 2011  
 Period 10 for 2010/11

RH/12  
CA/FILE

DATE	FOR	SAMOUNT
	<b>Receivables for Town of Discovery Bay CSD BAC Account</b>	
	Balance of Account as of the end of day April 13, 2011	\$114,331.71
4/13/11-05/11/11	Deposits Made	\$63,123.70
	<b>Balance of Account &amp; Deposits Made Total</b>	<u>\$177,455.41</u>
	<b>Payables Made from Town of Discovery Bay CSD BAC Account</b>	
4/13/11-05/11/11	Checks/Payroll made out from checking account	<u>\$54,235.99</u>
	<b>Balance of Checking Account as of May 11, 2011</b>	<u>\$123,219.42</u>
	<b>Total Year-to Date Payables Paid from Town of Discovery Bay CD ECC Acct</b>	<u>\$542,232.77</u>
	<b>BEGINNING FUND BALANCE FOR TOWN OF DB CSD IN COUNTY FUND</b>	\$5,561,514.98
4/13/11-05/11/11	Accounts Payable - Year End	\$5,524.36
	Due to other funds - Year End	\$0.00
	<b>Sub-Total</b>	<u>\$5,567,039.34</u>
	<b>REVENUE</b>	
	<b>For Fiscal Year Starting 7/1/10</b>	
	<b>Year-to-date Sewer &amp; Water Service Charge for Tax Roll 10/11</b>	\$4,120,049.92
	<b>Year-to-date Investments</b>	\$4,541.49
4/13/11-05/11/11	Earnings on Investments	<u>\$677.50</u>
	<b>Sub-Total</b>	<u>\$5,218.99</u>
	<b>Year-to-Date Miscellaneous Income</b>	\$0.00
4/13/11-05/11/11	Misc.	\$0.00
	<b>SUB-TOTAL REVENUE</b>	<u>\$4,125,268.91</u>
	<b>GRAND TOTAL Fund Balance &amp; Revenue</b>	<u>\$9,692,308.25</u>
	<b>EXPENDITURES</b>	
	<b>Year-to-date Warrants Paid by CCC for Town of D.Bay CSD</b>	<u>\$3,179,678.05</u>
4/13/11-05/11/11	Warrants Paid	<u>\$405,605.47</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$3,585,283.52</u>
	<b>TOTAL BALANCE AT COUNTY OF CONTRA COSTA</b>	<u>\$6,107,024.73</u>
	<b>TOTAL YEAR TO DATE PAYABLES FROM BAC &amp; CCC</b>	<u>\$4,127,516.29</u>
	<b>TOTAL BALANCE AT COUNTY OF CONTRA COSTA</b>	\$6,107,024.73
	<b>TOTAL BALANCE IN TOWN OF DISCOVERY BAY CSD BAC</b>	\$123,219.42
	<b>TOTAL HELD FOR RESERVES</b>	<u>(\$3,000,000.00)</u>
	<b>SUBTOTAL</b>	\$3,230,244.15
	<b>TOTAL BALANCE OF ENCUMBRANCES</b>	<u>(\$553,372.98)</u>
	<b>GRAND TOTAL FUNDS LESS RESERVES &amp; ENCUMBRANCES</b>	<u>\$2,676,871.17</u>
	<i>Detail List of Encumbrances</i>	
Lift Station F	Repair and Surveying + Change Order #1	(\$76,276.80)
WWTP#1	Wetlands Trial Project	(\$169,486.00)
Parkson	Thermo System Moles for Bio-Solids	(\$15,892.50)
Herwit	Wastewater Master Plan (Ecologic)	(\$96,245.24)
LSCE	Water Master Plan	(\$95,472.44)
Conco West	Cherry Hills Sewer Replacement Project	(\$100,000.00)
	<b>Total</b>	<u>(\$553,372.98)</u>





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date  
June 15, 2011

Prepared By: Jordan Flint, Management Intern  
Submitted By: Rick Howard, General Manager

### Agenda Title

A Resolution Number 2011-15 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

### Recommended Action

It is recommended that the Board of Directors adopt Resolution Number 2011-15 and to authorize the President of the Board to cast a vote for SDRMA Board of Directors candidates Mike Scheafer; Edmund K. Sprague; and Ed Gray.

### Executive Summary

The Town of Discovery Bay CSD is a member of the Special District Risk Management Authority (SDRMA). The SDRMA is a state-wide organization that advocates on behalf of certain types of public agencies, including Community Service Districts.

On June 5, 2011 the Town of Discovery Bay CSD received an Official Ballot to select a new member to the Board of Directors of the SDRMA, of which we are a member. There are presently three (3) available seats. Two (2) incumbent members of the Board are seeking reelection to their respective positions.

Mr. Sprague has experience as President of the Olivehain Municipal Waster District, which, while under his control received multiple prestigious awards from the CSDA, including Innovative Program of the Year award. He has also served as an elected councilmember of the La Costa Heights Schools Site Council.

Mr. Scheafer is a former and current Special District Director, as well as a former City Councilmember of the city of Costa Mesa. In addition, he has served on several non-profit board of directors, Boys and Girls Clubs, Little League Baseball, AYSO, Costa Mesa Senior Center, and many others.

Mr. Gray had been appointed to the SDRMA Board of Directors in 2010 and has served time as Director of the Chino Valley Independent Fire District, as well as serving multiple terms as President and Vice President of Finance, Planning, and the Personnel Committee in his district.

A copy of the SDRMA Election materials is attached for the Board of Directors consideration.

### Fiscal Impact:

Amount Requested \$

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

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

### Previous Relevant Board Actions for This Item

N/A

### Attachments

- 1) Resolution Number 2011-15
- 2) SDRMA Election Materials

AGENDA ITEM: E-5



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2011-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2011-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

**OFFICIAL 2011 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY**

- Mike Scheafer**  
Director/Secretary, Costa Mesa  
Sanitary District
  
- Edmund K. Sprague (Incumbent)**  
Board President, Olivenhain  
Municipal Water District
  
- Ed Gray (Incumbent)**  
Director, Chino Valley Independent  
Fire District

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE 2011.

\_\_\_\_\_  
J. Kevin Graves  
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 June 15, 2011, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

## OFFICIAL ELECTION RESOLUTION AND BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

### ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Resolution and Ballot (Action Required)
- Candidate's Statements of Qualifications (7)
- Self-addressed, Stamped Envelope

Special District Risk  
Management Authority

Maximizing Protection.  
Minimizing Risk.

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
T 800.537.7790  
F 916.231.4111  
www.sdrma.org



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2011.

On May 10, 2011, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2011-02 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Friday, September 16, 2011 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2012 and terminate on December 31, 2015.
6. Important balloting and election dates are:

**September 16, 2011 - Deadline for members to return the signed Official Election Resolution and Ballot**  
September 20, 2011 - Ballots are opened and counted  
September 21, 2011 - Election results are announced and candidates notified  
October 12, 2011 - Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Monterey at the CSDA Annual Conference  
November 2, 2011 - Invite newly elected Board members to attend SDRMA Board meeting (Sacramento)  
January 2012 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Greg Hall at 800.537.7790 if you have any questions regarding the election and balloting process.





**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA**

Nominee/Candidate: Sandy Raffelson  
District/Agency: Herlong Public Utility District  
Work Address: 448-805 Pole Line Rd, P O Box 515, Herlong CA 96113  
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I think it would be a great experience to serve on the Board and I could give Northern California and Small District's a voice on the Board. I feel I would be an asset to the Board with my degree in business and my 25 years experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise among staff because of not dealing with claims on a day to day basis to be proficient in it.

I feel I could be an asset to this Board and would love a chance to try.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am currently the District Clerk for the Herlong PUD Board of Directors for the last 3 years, before that serving as the Secretary to the Board of Herlong Utilities, Inc. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

In the last 15 years I have served on several Boards in Logan and Lassen County. I have served 4 years on a Preschool Board that during that time the school purchase property and moved the Preschool to a better location, hired a new Director and 2 new teachers.

I have served as PTA President for 2 years for a private K-8<sup>th</sup> grade school. After resigning from PTA President, I accepted a Board member position for 4 years during which time we hired 1 principal and 2 teachers, purchased computer lab equipment enough for all student, upgraded water system in building and purchased insulated windows to keep children warm and heating cost down.

**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

I was nominated for Treasurer for Lassen County 4H Council, at which time I was also on several committees including Fair, Scholarship, Grant and Fundraising. I served as Treasurer for 3 years, paying all bills, reimbursing funds, making all deposits and did all bookkeeping for the Board. I also transformed the books from the 60's to the current age by setting the Council books up on a Bookkeeping Software and designing Financial Statements everyone could understand.

I am currently Lassen County Horse Show Manager for a 2 day horse show with over 100 classes. Also this is my 9<sup>th</sup> year putting together the Lassen County 4H/FFA Horse Show for the Community. This includes all fundraising/donations to run the shows, purchasing all awards, getting staff to help with shows, and managing the show on the event date.

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 4 years and have 25 years of accounting experiences. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minulm and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program through CSDA and co-sponsored by SDRMA and California Special District Alliance. I have completed several of the SDRMA's Target Safety courses and CSDA courses. I am currently working on my completion of the CSDA Special District Leadership Academy and will complete these courses on April 28<sup>th</sup>, 2011.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Through past experience I hope to make a great Board member representing the small districts of Northern California and their growing pains and make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

I appreciate the way the Board and staff has worked hard to make SDRMA programs affordable for small district and I would like to help continue in this direction. I would also like to grow the education program to help keep claims down and if claims are down than each district would benefit by less cost.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signatures

*Sandy Rappelson* Date: 3/30/11



**Special District Risk Management Authority**  
**Board of Directors**  
**Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Emery Ross  
District/Agency      Mariposa County Resource Conservation District  
Work Address          5009 Fairgrounds Road, P. O. Box 746, Mariposa, CA 95338  
Work Phone            209-966-3431            Home Phone 209-852-2606

**Why do you want to serve on the SDRMA Board of Directors?**

- To gain more knowledge about the SDRMA and what factors affect the decisions it renders.
- To assist in maintaining SDRMA as a top-notch organization, from a Board member perspective.

**What Board or committee experience do you have that would help you to be an effective Board member? (SDRMA or any other organization)**

- Appointed to the Board of Directors of the Mariposa County Resource Conservation District in June 2010; served as an Associate Director for 1-1/2 years.
- Currently President of the Board of Directors of the Lake Don Pedro Community Services District; have served on the LDPCSD Board since 2008.

**What special skills, talents or experience (including volunteer experience) do you have?**


- 15 years experience working for a public agency with 250 employees where there was much exposure to risk management from all sides. During my years as a manager, worked with County District Attorney, judges and County Counsel.
- Work experience with family law firm.
- Independent columnist for local newspaper for past 7 years; ag editor.
- Cattle rancher in Mariposa County for past 18 years.

**What is your overall vision for SDRMA?**

See SDRMA broaden its existing resource capability in the area of training for elected officials and special district staff in order to reduce future exposure.

Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date MAY-2-2011



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate **Edmund K. Sprague**  
District/Agency **Olivenhain Municipal Water District**  
Work Address **1966 Olivenhain Road, Encinitas, CA 92024**  
Work Phone **(760) 753-6466** Home Phone **(760) 484-4404**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I have made a career-long commitment to safety and risk management, as a firefighter since 1986, emergency planner since 1993, and president of Olivenhain Municipal Water District's Board of Directors for the last three years, to which I was recently named to another term as president. My experience developing oversight standards and risk management assessment programs across several public agencies, combined with 14 years of leadership experience, is invaluable to a greater understanding of the field of risk management and my ability to properly navigate challenges faced by those in the industry.

Thankfully, I have been able to share my extensive knowledge and give back to the community in my capacity serving the customers of OMWD. A founding member of SDRMA, OMWD's commitment to safety far exceeds simply meeting minimum requirements, and this commitment has been renewed annually by the Board of Directors as part of our "Safety Has No Quitting Time" program. We have taken advantage of the Target Safety program since its inception, and have found it a cost-effective and valuable tool in providing employees with the training that they need to continually operate as safely as possible. Board members and management also routinely attend SDRMA trainings and events. Our commitment has yielded an unmatched lost-time injury rate and an exceptional experience modification factor—among the best in the state—proving that SDRMA has acted wisely in rewarding agencies such as ours with discounted premiums. OMWD has invested its trust in SDRMA, and SDRMA has most prudently returned the favor.

SDRMA's commitment to safety and risk management is just as extraordinary as at OMWD, and my successful track record of managing risk across agencies and disciplines provides me with a unique opportunity to positively contribute to the guidance of an organization as committed to risk management as I am.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

The lion's share of my board-level experience is as president of OMWD's Board of Directors. During my tenure, OMWD has responded to the economic crisis of the last several years by dedicating ourselves like never before to the efficient expenditure of public funds. The board enacted policies such as the "Holding the Line" program, a unique cost-containing initiative that recently earned CSDA's Innovative Program of the Year award. The Special District Leadership Foundation recognized OMWD as a District of Distinction based on our sound fiscal and administrative policies, also recognized by the Government Finance Officers Association of the US and Canada for Excellence in Financial Reporting. Further, I serve as an elected councilmember of the La Costa Heights School Site Council, which oversees budgets and planning for supplemental educational programs. I am proud of my successes in leading such fiscally prudent public organizations, and I look forward to sharing these same principles at SDRMA.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Teamwork is critical when working together as a board, and I have proven as a member of Carlsbad Fire Department and OMWD's Board of Directors that my exemplary ability to work as part of a larger team is a valuable resource in pursuit of common goals. Compromise in the boardroom, however, is only effective when balanced with the ability to communicate one's informed position. This never-ceasing desire for maintaining my willingness to learn on behalf of my constituents is evidenced through my pursuit of a masters degree in Public Administration, as well as Special District Administrator certification through the Special District Leadership Academy. Just as important is sharing this knowledge with others; I ably convey lessons as a Battalion Chief with Carlsbad Fire, as a fire service instructor at Palomar College, as an Assistant Scoutmaster with Boy Scout Troop 2000, and as a volunteer with the Carlsbad Boys & Girls Club and Elfin Forest Recreational Reserve.

**What is your overall vision for SDRMA? (Response Required)**

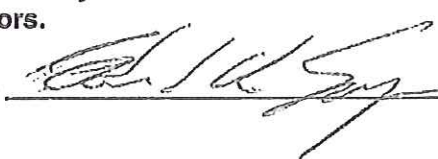
SDRMA is widely respected in the special district community for its commitment to risk management, insurance, safety, and service to its members. Even during my relatively brief tenure on OMWD's Board of Directors, I have witnessed SDRMA constantly striving to improve the services that it offers, and I hope to assist SDRMA in continuing and enhancing the level of service that it provides.

This is not to say that SDRMA shouldn't continue to explore opportunities to improve; streamlining of the CIP program by which to offer more competitive base-level premiums is one area that may be examined. Another area is ensuring that the package of services SDRMA provides is competitive with that of other providers; SDRMA may consider a program through which instructors visit job sites for specific trainings when a Target Safety module may not be sufficient.

However, the groundwork for effective administration of SDRMA has clearly already been set by the board, and I hope to continue the strong tradition of exemplary service to its members.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/20/11



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St, Costa Mesa, CA 92626

Work Phone 714-435-0300

Home Phone 714-549-4961

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I believe I have the qualifications and experience that enable me to assess the needs of Special Districts in risk management areas. I enjoy being able to help manage the risks of my customers, and would look forward to bringing that attitude and ability to Special Districts. I feel a commitment to serving a broad base of constituents and being able to provide a service if I can. Personally I enjoy examining the issues faced by Districts and then being able to provide help with solutions.

I believe serving on the SDRMA Board of Directors presents challenges and opportunities that will help me grow as a Director of my Special District.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Former and current Special District Director, former City Councilmember City of Costa Mesa. Active in Lions Clubs International as a Past District Governor and member of several local, state and international committees. Service on several non profit boards of directors: Boys and Girls Clubs, Little League Baseball, AYSO, Costa Mesa Senior Center, others. Have served as President of all boards that I have been a member of.

Former member of Western Insurance Information Service, having served as a public speaker for that organization. I hold a community college teaching credential in Insurance Education.

Former instructor for AD Banker, Insurance Education. Taught California pre licensing classes as well as California Department of Insurance Continuing Education classes.

Participant and speaker for the insurance industry in both Sacramento and Washington DC. Served as political liaison for State Farm Insurance.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

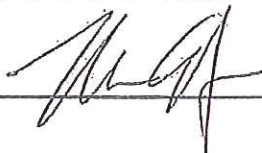
In almost every board that I have associated with I have been asked to take a leadership role, either on the board or as a speaker for that organization. I possess a skill in public speaking and interaction with people. I enjoy public speaking, especially for organizations and causes where I feel I can provide a service. I have years of volunteer experience in insurance, sports, youth activities, public service and other areas.

**What is your overall vision for SDRMA? (Response Required)**

I would look forward to continuing the excellent work that SDRMA currently does. I would like to be a part of expanding and marketing the work of SDRMA. As a Director I appreciate the need to manage the risk that we all face. My vision would be to continue that work, but look for ways to make sure that all Special Districts are aware of the service provided by SDRMA.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/1/11





**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

**What is your overall vision for SDRMA? (Response Required)**

I see SDRMA as continuing its' journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date APRIL 21, 2011



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Bethzabe Yanez  
District/Agency East Palo Alto Sanitary District  
Work Address 901 Weeks Street, East Palo Alto, CA 94303  
Work Phone 650-325-9021 Home Phone

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I want to serve on the SDRMA Board because risk management is one of the most important challenges facing our agency today. I've been involved in public service in various capacities in my community for the past ten (10) years and I've come to understand the importance of transparency, accountability, and fiscal responsibility. Managing risk is crucial to the success or failure of any Public Agency.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I'm currently serving as Board President on the East Palo Alto Sanitary District Board of Directors. In my position, I'm responsible for agenda preparation and the conduct of Regular Board meeting. I also serve on the District Finance Committee responsible for approving all district warrants and advising District Management on issues coming before the board. In these positions I have learned the art of negotiations and compromise to get projects developed and implemented that serve the best interest of our community. If selected, I bring my skills and commitment to the SDRMA Board.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

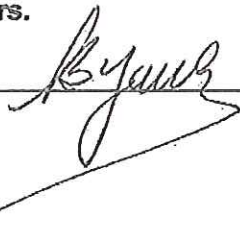
I offer the following skill set, that I feel will benefit the SDRMA Board if selected: Past President of the East Palo Alto YMCA, City of East Palo Alto Traffic & Transportation Commission, Board Member of the Mouton Mental Health Center, Owner Operator of Gaston & Betsy Catering Service. Also, I'm bilingual and have used my skills as an interpreter for various city agencies.

**What is your overall vision for SDRMA? (Response Required)**

I see the future of SDRMA as a primary source of education to member agencies leading the way in developing strategies that we can use to meet the risk management challenges of the future. While I believe the services currently being offered both crucial and important, I feel the ability to identify future agency needs and the education of member agencies is priority number one.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4.26.11



## Special District Risk Management Authority

### Board of Directors

#### Candidate's Statement of Qualifications

Nominee/Candidate: Terry Burkhart  
District/Agency: Bighorn-Desert View Water Agency  
Work Address: 622 Jemez Trail, Yucca Valley, CA 92284

#### **Why do you want to serve on the SDRMA Board of Directors?**

I believe my thirty four years experience in the insurance industry, primarily in agency commercial departments, can be of value to SDRMA. I enjoy working with my current Board of Directors and expect SDRMA to be interesting, challenging, and educational.

#### **What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

Currently I am President, Bighorn-Desert View Water Agency Board of Directors, in the second year of a two year term. Other Boards include Johnson Valley Improvement Association, nine years as board member or officer; Business and Professional Women (BPW), North Orange County BPW, board member and all offices; BPW Regional board – secretary.

Instructor for Insurance Educational Association for twelve years.

Completed Special District Leadership Academy

Completed Special District Institute three part course.

Committees: BDVWA – Planning, Legislative, Engineering, Grants & Security – chair

Various ad hoc committees: Reche Basin Recharge Project

Financial/Budget

Commissioner, Mojave Pipeline Commission

Representative to Mojave Water Agency Technical Advisory  
Committee

What special skills, talents or experience (including volunteer experience) do you have?  
34 years in insurance industry, much as agency Commercial Department Manager. Did policy analysis for risk management consultant for large international company. Experience noted above.

What is your overall vision for SDRMA?

The name speaks for itself: "Risk Management" must be the essential goal. Providing education to clients on avoidance of loss, mitigation of loss, as a means of achieving safety goals. Prompt response to client loss situations, working with the client to control/minimize loss, and where applicable prevent future loss is vital. Satisfied clients are apt to pay more attention to loss prevention information provided them.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Terry B. Smith Date 4-29-2011






# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

June 15, 2011

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

### Agenda Title

Resolution Number 2011-14 Adopting a Policy for Reimbursement of Expense and Travel of Officials and Employees and for Board Member Compensation of the Town of Discovery Bay Community Services District

### Recommended Action

Rescind Resolution 2009-12 and Adopt Resolution Number 2011-14 Adopting a Policy for Reimbursement of Expense and Travel of Officials and Employees and for Board Member Compensation.

### Executive Summary

Staff recommends rescinding Resolution Number 2009-12 and adopting Resolution Number 2011-14. This action results in a change to the automobile reimbursement policy for employees who receive an automobile allowance as well as addresses the method of calculating mileage by utilizing Yahoo! Maps, MapQuest, or Google Maps.

For those employees who receive an automobile allowance, if the employee drives a minimum distance of twenty-five miles (25) from the place of employment or residence, whichever is less, to a single destination, the employee is then reimbursed for the mileage of the entire trip. The auto allowance is intended to compensate the employee for driving that takes place within twenty-five (25) miles of the workplace.

A copy of the proposed policy is attached.

### Fiscal Impact:

Amount Requested \$

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

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

### Previous Relevant Board Actions for This Item

December 16, 2009 – Adoption of Resolution 2009-12

### Attachments

1. Existing Travel Policy and Resolution 2009-12
2. Proposed Travel Policy and Resolution 2011-14

AGENDA ITEM: F-1

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## POLICY FOR REIMBURSEMENT OF EXPENSES AND TRAVEL OF OFFICIALS AND EMPLOYEES AND FOR BOARD MEMBER COMPENSATION

### I. GENERAL

The Board of Directors of The Town of Discovery Bay Community Services District (TODB) believes that it is important that elected and appointed officials and members of boards, commissions and committees and employees remain informed and trained in issues affecting the affairs of the TODB and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the TODB and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with county, state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the TODB;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the Board hereby sets forth the travel and expense reimbursement policies for the TODB.

Elected and appointed officials, members of boards, commissions and committees, and employees are referred to collectively as "officials" and individually as an "official" in this Policy, except where specifically noted.

All anticipated conferences, conventions and professional meetings shall be budgeted for in the budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

### II. EXPENSE REIMBURSEMENT

#### A. AUTHORIZED EXPENSES

TODB funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized TODB business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:



1. Communicating with representatives of county, regional, state and national government on TODB adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the TODB's interests;
4. Recognizing service to the TODB (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending TODB events;
6. Implementing a TODB-approved strategy for attracting or retaining businesses to the TODB, which will typically involve at least one staff member; and
7. Meetings such as those listed above for which a meeting stipend is expressly authorized under this Policy.
8. Meetings of District representatives or committees in accordance with an adopted District Representative Listing.

All other expenditures require prior approval by the Board.

Expenses for international and out-of-state travel, other than the Tahoe-Reno basin, require prior Board approval.

#### **B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT**

Examples of personal expenses that TODB will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business<sup>1</sup>, as well as children- or pet-related expenses;

---

<sup>1</sup>If trip arrangements are made, as a convenience, for spouse or family members, reimbursement to the TODB for any advanced expenses should be received by the TODB prior to the trip.

4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol or personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on TODB business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

### C. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial transportation, if an official takes a privately owned vehicle, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.
2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.
4. **Taxis or Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

### D. LODGING

Lodging expenses will be reimbursed or paid for when travel on official TODB business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).



#### **E. MEALS**

A local expense reimbursement policy identifying a "per diem" of reasonable rates for meals is not adopted. Receipts for expenses for meals shall be required. Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (See Cal. Gov't Code §53232.2(c) and Publication 1542 at [www.irs.gov](http://www.irs.gov). The TODB will not pay for alcohol or personal bar expenses.

#### **F. MISCELLANEOUS EXPENSES**

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred on TODB business. Telephone bills should identify which calls were made on TODB business.

#### **G. CASH ADVANCE POLICY**

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the TODB's behalf. Such request for an advance should be submitted to the General Manager ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of TODB;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the TODB within five (5) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event the General Manager is uncertain as to whether a request complies with this Policy, such individual must seek resolution from the Board.

#### **H. CREDIT CARD USE POLICY**

TODB does not issue credit cards to individual office holders but does have an agency credit card for selected TODB expenses. TODB office holders may use TODB's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the TODB credit card and compliance with this policy must be submitted within five (5) working days of use. Except as allowed under Section B(3), TODB credit cards may not be used for personal expenses, even if the official subsequently reimburses the TODB.

## **I. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES**

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by TODB. This form shall include the following advisory:

“All expenses reported on this form must comply with the TODB’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the TODB’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.”

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the General Manager. The General Manager shall determine if the public funds advanced must be reimbursed to the TODB. Any decision of the General Manager may be appealed to the Board.

All expenses are subject to verification that they comply with this Policy.

## **J. REPORTS TO BOARD**

At the next regular TODB Board meeting, each elected or appointed official, or member of a board, commission or committee (but not employees) shall submit a written report on the meeting or training attended at TODB expense. If multiple officials attended, a joint report may be made. Submission of the written report is a prerequisite to reimbursement of expenses.

## **K. COMPENSATION FOR ATTENDANCE AT MEETINGS**

Each member of the Board of Directors shall receive compensation of One Hundred Dollars (\$100.00) for attendance (in addition to any reimbursement for expenses) at the following meetings, provided that total compensation shall not exceed Six Hundred Dollars (\$600.00) per month.

1. A regular, special, emergency, adjourned regular, or adjourned special meeting of the Board of Directors TODB, or of a regular, special, emergency, adjourned regular, or adjourned special meeting of a committee of the Board of Directors which constitutes a legislative body in accordance with the Ralph M. Brown Act,



commencing with California Government Code Section 54900, which is duly called in accordance with the Ralph M. Brown Act, commencing with California Government Code Section 54950.

2. Representation of TODB at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
3. Representation of TODB at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
4. Representatives of TODB at a meeting of a public benefit nonprofit corporation on whose board TODB has membership, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
5. Participation in a training program on a topic that is directly related to TODB, provided that the Board of Directors has specifically previously approved the member's participation at a Board of Directors meeting.

For items 2, 3, 4 and 5, a prerequisite to payment for attendance is that the member attending delivers a written report on the member's representation or participation at the next Board of Directors meeting following the representation or participation.

### **III. COMPLIANCE WITH LAWS; VIOLATION**

TODB officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the TODB, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT

RESOLUTION 2009-12

COPY

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT ADOPTING A POLICY FOR REIMBURSEMENT OF  
EXPENSES AND TRAVEL OF OFFICIALS AND EMPLOYEES AND  
FOR BOARD MEMBER COMPENSATION

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District  
desires to revise the existing policies concerning reimbursement of expenses and travel of officials and  
employees and for Board Member compensation.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Resolution 99-09 is repealed.
2. The Policy for Reimbursement of Expenses and Travel of Officials and Employees and  
for Board Member Compensation attached hereto is adopted.

PASSED AND ADOPTED by the Town of Discovery Bay Community Services District Board  
of Directors at a regular meeting thereof held on December 16, 2009 by the following vote:

AYES: 5

NOES: 0

ABSENT: 0

ABSTENTION: 0

RAY TETREAULT

\_\_\_\_\_  
President, Board of Directors

ATTEST:  
Virgil Koehne

\_\_\_\_\_  
Secretary, Board of Directors





**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**POLICY FOR REIMBURSEMENT OF EXPENSES  
AND TRAVEL OF OFFICIALS AND EMPLOYEES  
AND  
FOR BOARD MEMBER COMPENSATION**

**I. GENERAL**

The Board of Directors of The Town of Discovery Bay Community Services District (TODB) believes that it is important that elected and appointed officials and members of boards, commissions and committees and employees remain informed and trained in issues affecting the affairs of the TODB and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the TODB and its citizens. The benefits include:

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- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the Board hereby sets forth the travel and expense reimbursement policies for the TODB.

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All anticipated conferences, conventions and professional meetings shall be budgeted for in the budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

**II. EXPENSE REIMBURSEMENT**

**A. AUTHORIZED EXPENSES**

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2. Attending educational seminars designed to improve officials' skill and information levels;
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6. Implementing a TODB-approved strategy for attracting or retaining businesses to the TODB, which will typically involve at least one staff member; and
7. Meetings such as those listed above for which a meeting stipend is expressly authorized under this Policy.
8. Meetings of District representatives or committees in accordance with an adopted District Representative Listing.

All other expenditures require prior approval by the Board.

Expenses for international and out-of-state travel, other than the Tahoe-Reno basin, require prior Board approval.

#### **B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT**

Examples of personal expenses that TODB will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business<sup>1</sup>, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol or personal bar expenses;

---

<sup>1</sup>If trip arrangements are made, as a convenience, for spouse or family members, reimbursement to the TODB for any advanced expenses should be received by the TODB prior to the trip.

6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on TODB business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

### C. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial transportation, if an official takes a privately owned vehicle, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.

2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating their personal vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

a. Employees who receive a monthly automobile allowance shall be eligible for the above reimbursement should one or both of the two below listed criteria apply:

I. The employee is authorized by the District Manager to stay overnight at the destination.

II. The employee drives a minimum distance of twenty-five miles (25) from place of employment or residence, whichever is less, to a single destination. The employee is reimbursed for the mileage of the entire trip.

b. Method of calculating distance traveled requires mileage noted for each point-to-point trip segment. To calculate these distances please use Yahoo! Maps, MapQuest, or Google Maps.

c. Employees requesting reimbursement shall fill out the required "Expense Report" form for payment and have it signed by the appropriate department head or District Manager before submittal to the Administrative Services Department.

3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. **Taxis or Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car



rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

#### **D. LODGING**

Lodging expenses will be reimbursed or paid for when travel on official TODB business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).

#### **E. MEALS**

A local expense reimbursement policy identifying a "per diem" of reasonable rates for meals is not adopted. Receipts for expenses for meals shall be required. Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (See Cal. Gov't Code §53232.2(c) and Publication 1542 at [www.irs.gov](http://www.irs.gov). The TODB will not pay for alcohol or personal bar expenses.

#### **F. MISCELLANEOUS EXPENSES**

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred on TODB business. Telephone bills should identify which calls were made on TODB business.

#### **G. CASH ADVANCE POLICY**

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the TODB's behalf. Such request for an advance should be submitted to the General Manager ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of TODB;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the TODB within five (5) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event the General Manager is uncertain as to whether a request complies with this Policy, such individual must seek resolution from the Board.

#### **H. CREDIT CARD USE POLICY**

TODB does not issue credit cards to individual office holders but does have an agency credit card for selected TODB expenses. TODB office holders may use TODB's credit card for such

purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the TODB credit card and compliance with this policy must be submitted within five (5) working days of use. Except as allowed under Section B(3), TODB credit cards may not be used for personal expenses, even if the official subsequently reimburses the TODB.

**I. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES**

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by TODB. This form shall include the following advisory:

"All expenses reported on this form must comply with the TODB's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the TODB's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the General Manager. The General Manager shall determine if the public funds advanced must be reimbursed to the TODB. Any decision of the General Manager may be appealed to the Board.

All expenses are subject to verification that they comply with this Policy.

**J. REPORTS TO BOARD**

At the next regular TODB Board meeting, each elected or appointed official, or member of a board, commission or committee (but not employees) shall submit a written report on the meeting or training attended at TODB expense. If multiple officials attended, a joint report may be made. Submission of the written report is a prerequisite to reimbursement of expenses.

**K. COMPENSATION FOR ATTENDANCE AT MEETINGS**

Each member of the Board of Directors shall receive compensation of One Hundred Dollars (\$100.00) for attendance (in addition to any reimbursement for expenses) at the following meetings, provided that total compensation shall not exceed Six Hundred Dollars (\$600.00) per month.

1. A regular, special, emergency, adjourned regular, or adjourned special meeting of the Board of Directors TODB, or of a regular, special, emergency, adjourned regular, or adjourned special meeting of a committee of the Board of Directors



which constitutes a legislative body in accordance with the Ralph M. Brown Act, commencing with California Government Code Section 54900, which is duly called in accordance with the Ralph M. Brown Act, commencing with California Government Code Section 54950.

2. Representation of TODB at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
3. Representation of TODB at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
4. Representatives of TODB at a meeting of a public benefit nonprofit corporation on whose board TODB has membership, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
5. Participation in a training program on a topic that is directly related to TODB, provided that the Board of Directors has specifically previously approved the member's participation at a Board of Directors meeting.

For items 2, 3, 4 and 5, a prerequisite to payment for attendance is that the member attending delivers a written report on the member's representation or participation at the next Board of Directors meeting following the representation or participation.

### **III. COMPLIANCE WITH LAWS; VIOLATION**

TODB officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the TODB, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT ADOPTING A POLICY FOR REIMBURSEMENT OF  
EXPENSES AND TRAVEL OF OFFICIALS AND EMPLOYEES AND  
FOR BOARD MEMBER COMPENSATION**

**WHEREAS**, the Board of Directors of the Town of Discovery Bay Community Services District desires to revise the existing policies concerning reimbursement of expenses and travel of officials and employees and for Board Member compensation.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Resolution 2009-12 is repealed.
2. The Policy for Reimbursement of Expenses and Travel of Officials and Employees and for Board Member Compensation attached hereto is adopted.

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE 2011.

\_\_\_\_\_  
J. Kevin Graves  
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 June 15, 2011, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

June 15, 2011

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

### Agenda Title

Adopt Resolution 2011-16 Approving the Fiscal Year 2011-12 Operating, Capital and Revenue Budgets

### Recommended Action

Approve the FY 2011-12 Operating, Capital and Revenue Budgets for the coming year.

### Executive Summary

At the June 8, 2011 Special Meeting, the Board reviewed the DRAFT FY 2011-12 Operating, Capital and Revenue Budgets. At that meeting, the Board made a number of recommended changes that reduced the overall amount of the budget by \$234,000. Those reductions have been addressed and have been incorporated into the proposed budget document.

The proposed budget is balanced with revenues matching expenditures. Key to this budget is that it provides the resources necessary to protect those critical components necessary to carry out the mission of the district to provide domestic water, wastewater collection and treatment, and parks and landscaping services to our residents.

The overall reduction of \$234,000 results in a decrease to the proposed water and sewer rates from 22% to 17% for FY 2011-12.

The FY 2011-12 Operating, Capital and Revenue Budgets will be distributed Monday, June 13, 2011. The "DRAFT" Budget that was considered by the Board at their Special Meeting on June 8, 2011 is posted the District's Website at [www.todb.ca.gov](http://www.todb.ca.gov).

### Fiscal Impact:

Amount Requested \$

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

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

### Previous Relevant Board Actions for This Item

June 8, 2011 Special Meeting of the Board – Budget Deliberations

### Attachments

Resolution 2011-16 Adopting FY 2011-12 Budget  
FY 2011-12 Budget (To be distributed Monday, June 13, 2011)

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT, CALIFORNIA, ADOPTING THE OPERATING, CAPITAL IMPROVEMENT  
AND REVENUE BUDGETS FOR FISCAL YEAR 2011-2012**

**WHEREAS**, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1<sup>st</sup> of each year; and

**WHEREAS**, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2011 and ending on June 30, 2012; and

**WHEREAS**, The Board of Directors held a Special Meeting on June 8, 2011 for the sole purpose of deliberating the Draft FY 2011-12 Operating, Capital Improvement and Revenue Budget; and

**WHEREAS**, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District in the FY 2011-12 approved budget, and as may be amended.

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

**SECTION 1.** The annual budget for the Town of Discovery Bay Community Services District for FY 2011-12 is hereby adopted, and is incorporated herein.

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

**PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE 2011.**

\_\_\_\_\_  
J. Kevin Graves  
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 June 15, 2011, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

June 15, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

### Agenda Title

Appointment of Board Member to Code Enforcement Committee

### Recommended Action

It is recommended that the Board appoint a District Representative to the Code Enforcement Committee

### Executive Summary

On January 5, 2011, the Board made certain selections to a variety of District Representative Committees. One of those Committees was the Code Enforcement Committee. The Code Enforcement Committee meets monthly in Brentwood.

Director Tetreault was appointed to the Code Enforcement Committee, with Director Simon serving as the Alternate. However, due to scheduling conflicts, Director Tetreault has been unable to attend the meetings. Staff has been attending the meetings in the absence of a director being available.

It is recommended that Director Tetreault, resulting from scheduling conflicts, be removed as the primary representative and that the Board appoint a member of the Board to serve on the Code Enforcement Committee.

### Fiscal Impact:

Amount Requested \$

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

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

### Previous Relevant Board Actions for This Item

### Attachments

January 5, 2011 Board Report  
District Representative Listing for 2011

AGENDA ITEM: F-3



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

January 5, 2011

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

**Agenda Title**

Appointment of Board Members to District Representative Committee Positions

**Recommended Action**

It is recommended that the Board appoint District Representatives to Committee positions for 2011.

**Executive Summary**

Each year, the Board of Directors makes appointments for District Representatives. These appointees serve the District on a wide variety of committees and other agencies and report back to the entire board on their findings.

At this time, there are twelve (12) positions to be appointed as the Primary representative and an additional twelve (12) positions to be assigned alternates.

It is appropriate to make the Representative appointments in a timely manner.

**Fiscal Impact:**

Amount Requested \$

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

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

**Previous Relevant Board Actions for This Item**

**Attachments**

District Representative Listing for 2010



Town of Discovery Bay CSD Board of Directors

District Representative Listing for 2011\*  
 Approved / Updated at January 5, 2011 Board Meeting

DISTRICT REPRESENTATIVE		
	Director Appointed	Alternate
Community Center	Ray Tetreault	Chris Steele
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Ray Tetreault	Mark Simon
Contra Costa Special Districts Association	Kevin Graves	Chris Steele
East Contra Costa County Fire Protection District	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCo	Chris Steele	Mark Simon
Parks/Landscaping	Mark Simon	Brian Dawson
Police Services	Ray Tetreault	Brian Dawson
School Districts	Brian Dawson	Chris Steele
Transportation	Brian Dawson	Kevin Graves
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

## SCOPE OF FUNCTIONS

**Community Center:** This involves meetings with public officials, public employees, Town staff and developers concerning issues involving the location of the Community Center.

**Contra Costa County Aviation Advisory:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association.** This involves attending meeting of the Contra Costa Special Districts Association.

**Contra Costa County Fire Protection District.** This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Association.** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCo:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Parks/Landscaping.** This involves meeting with contractors, public officials, public employees, Town staff, and community groups concerning issues involving the Town's parks and/or landscaping.

**Police Services.** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School Districts.** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Transportation.** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

**Water and Sewer Vendor.** This involves meeting with contractors, public officials, public employees, Town Staff, and Community groups concerning issues involving the Town's Water and Sewer contractor(s).





## MONTHLY OPERATIONS REPORT

May 2011

Town of Discovery Bay, CA

### TRAINING:

Safety, operations, equipment software.  
852 days of safe operations

Topic	Staff	Hours
Webinar-Hazard Recognition	Jen, Gerald	.5
Belt Press operation	Gerald, Joe	1
By-pass valve operation (Singer)	Gerald, Joe, Lori, Phil	1
Effluent monitoring guidance	Blaise	1
Plant Operations & Lab	Gerald	20
Chemical Hygiene Plan	staff	1.0
Preventing Heat Stress and Heat Exhaustion	staff	.5
Good Housekeeping	staff	.25

### WATER SERVICE

- Veolia staff flushed mains and side streets under bay crossing during the month of May. Dead ends will be flushed as scheduled.
- Well #5 Air Vac valve was replaced due to leaking.
- Newport Booster pump #4 quoted for repair and will be removed for service.
- Newport Variable Frequency Drives show error and are being investigated. These errors tie into the automated control system for booster pumps sequencing.
- Developing water valve exercise program
- Inspect Water Treatment Plant Filters



**Customer Inquiries**

5/26	Rick Howard inquired about chlorine odor

# of Active Wells	Gallons of Water Produced	Chemical Usage/Delivered	Fire Hydrant Flushing
4	127.4 MG	3,800	113

**Bacteriological Test Results**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
16	0	0

**WASTEWATER SERVICE**

- o Influent Flow and Loading study preparation
  - o Study scheduled to begin week of June 13<sup>th</sup>.
- o Working on warranty items on Trojan UV
- o Have 2 influent pumps that are out for repair.
- o Plant #2 rotor #1 put back on line
- o Effluent pump station pump controls have been repaired and logic modified to provide more steady state flow through UV
- o Lift station F was entered and cleaned

**Customer Inquiries**

	None

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage/Polymer	SSO	Wastewater Treated-mgd
15	0	195 gallons	0	53.18





**Wastewater Laboratory Analysis**

Parameter		
<i>WW Influent /Effluent</i>	<i>March</i>	<i>April</i>
Flow, MG Effluent	50.06	51.96
Influent BOD <sub>5</sub> , mg/L/day, <b>monthly avg.</b>	100	96
Influent TSS, mg/L/day, <b>monthly avg.</b>	190	180
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<1.0	<1.0
Effluent TSS, mg/L, <b>monthly avg.</b>	14.0	16.1
Total Coliform 7 day Median Max	17	17
Total Coliform Daily Maximum	17	30
TSS Effluent Composite Max Result <b>mg/L</b>	19	21.0
TSS Effluent Composite Max Result <b>lbs</b>	284	303

**Maintenance:  
Preventive and Corrective**

Total # of WO's Completed	Total Hours
296	194.10

**Call & Emergency Responses**

Call Outs	Emergencies
20	0

**Personnel Hours & Overtime: Pay Period 4/29 to 5/27**

Regular Hours	Overtime
1120	131.25

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # H



NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # I

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # J





# TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE REGULAR MEETING OF  
THE COMMUNITY CENTER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Tuesday May 17, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 3:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **Community Center Committee Members**

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

**A. ROLL CALL**

The meeting was called to order at 3:00 p.m. by Committee Chair Tetreault. All Committee members were present.

**B. APPROVE MINUTES OF APRIL 19, 2011 COMMUNITY CENTER COMMITTEE MEETING**

The minutes of the April 19, 2011 Minutes were approved on motion by Bob Abbadie, second by Jim Mattison. Motion Passed 5-0.

**C. REVIEW OF COMMUNITY CENTERS AND THE TYPES OF RECREATION PROGRAMS OFFERED**

General Manager Howard provided the committee with a computer disk containing a number of local community centers and their programs. Mr. Howard reviewed a number of them on the video screen for the committee's information.

**D. PRESENTATION OF DRAFT COMMUNITY NEEDS SURVEY**

Committee Member O'Toole provided the committee with a draft of a community survey aimed at identifying the community's desires for a future community center to be distributed to the community via the internet. The Committee had a lengthy discussion on the survey and Mr. O'Toole will return to the next meeting with recommended changes.

**E. PROPOSED CRITERIA FOR DETERMINING SITE SELECTION**

Committee Member O'Toole presented a list of proposed criteria that will help the committee develop a recommendation for a site. This criteria is dependent on the information contained in the survey results.

**F. PRESENT DRAFT PROJECT PLAN WITH MILESTONES TO REACH A RECOMMENDATION TO THE CSD BOARD BY DECEMBER 31, 2011**

Committee Member O'Toole presented a milestone project plan to the committee.

**G. DISCUSSION OF FINANCIAL CONSIDERATIONS AND FUTURE FUNDING OPPORTUNITIES**

General Manager Howard indicated that the information relative to the possibility of establishing a Community Foundation has not been received. It will be on the next agenda, however.

There was discussion of attempting to obtain information relative to plans and costs of neighboring community centers. General Manager Howard indicated he would make initial contacts.

Resident Jeff Barber recommended to the committee that the plans and financial information be available to the committee prior to site visits. If necessary, he recommended that the District file Public Records Requests to obtain the necessary information.

H. **SET COMMITTEE CALENDAR**

The next Community Center Committee meeting was scheduled for Tuesday, June 7, 2011 at 3:00 p.m.

I. **FUTURE DISCUSSION/AGENDA ITEMS**

There were no future agenda items other than those action items discussed.

J. **ADJOURNMENT**

The meeting was adjourned at 4:59 p.m.



tel 3/11



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

May 31, 2011

COMMITTEES

Internal Operations Committee

Data Protection Commission

Transportation, Water &  
 Infrastructure Committee

Tri Valley Transportation  
 Committee

Local Agency Formation  
 Commission

Central Contra Costa  
 Solid Waste Authority

Airport Committee

Association of Bay Area  
 Governments

Contra Costa Regional Medical  
 Center Joint Services Committee

Dougherty Valley Oversight  
 Committee

South West Area Transportation

Sheriff David O. Livingston  
 Contra Costa County  
 651 Pine Street, 7th Floor  
 Martinez, CA 94553

Dear Sheriff Livingston,

Please find enclosed herewith correspondence from the Byron Union School District (BUSD) regarding their support of the Discovery Bay P-6 Zone Citizen Advisory Committee's request to fund the School Resource Officer position for BUSD from June 2011 through June 2012.

As I have previously expressed I am supportive of the funding recommendation by the Discovery Bay P-6 Zone CAC for the noted time period. Please feel free to contact my office at (925) 240-7260 if I may be of any assistance regarding this or any future matter.

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

Sincerely,

MARY NEJEDLY PIEPHO  
 County Supervisor, District III

Cc: Kevin Graves, President, Town of Discovery Bay CSD ✓  
 Diane Stevens, Chair, Discovery Bay P-6 CAC  
 Ken Jacopetti, Superintendent, Byron Union School District

Byron Union School District



14301 Byron Highway Byron, CA 94514  
(925) 809-7500 FAX: (925) 634-9421  
Ken Jacopetti, Superintendent

May 12, 2011

Supervisor Mary Piepho  
181 Sand Creek Road, Suite L  
Brentwood, CA 94513

Dear Supervisor Piepho:

At their meeting on May 10, 2011, the *Discovery Bay P-6 Zone Advisory Committee* took action to recommend the funding of the Byron Union School District Resource Officer for the 2011-12 academic school year. The Byron School District, in conjunction with the Sheriff's Department, will actively pursue funding possibilities so that we will be able to continue the program, if final approval is received at the county level, following the 2011-12 school year.

The School Resource Officer Program has been a very important and effective program in our schools for the last five years. The program was funded by a grant through the Office of the Attorney General and the California Department of Education and implemented in a partnership with local law enforcement. The program is critical for our schools in promoting student and campus safety. The School Resource Officer program has been highly effective in reaching out to students and families, through personal contacts and various student-related programs. This is especially important in these times of economic crisis and the resulting effects that are occurring in families in our neighborhoods.

I encourage your continued support of the School Resource Officer Program for the 2011-12 academic school year in the Byron School District.

Sincerely,

Ken Jacopetti  
Superintendent



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

**MINUTES**

May 12, 2011

The meeting of the TRANSPLAN Committee was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Brian Kalinowski at 6:30 P.M.

**ROLL CALL**

**PRESENT:** Gil Azevedo (Antioch), Jim Frazier (Oakley), Federal Glover (Contra Costa County Board of Supervisors), Ben Johnson (Pittsburg), Bruce Ohlson (Pittsburg), Kevin Romick (Oakley), Duane Steele\* (Contra Costa County Planning Commission), Robert Taylor (Brentwood), and Chair Brian Kalinowski (Antioch)

\* Arrived after Roll Call

**ABSENT:** Carmen Gaddis (Alternate, Contra Costa County Board of Supervisors), and Joe Weber (Brentwood)

**STAFF:** John Cunningham, TRANSPLAN Staff

**PUBLIC COMMENT**

There were no comments from the public.

**CONSENT ITEMS**

On motion by Federal Glover, seconded by Jim Frazier, TRANSPLAN Committee members unanimously adopted the Consent Calendar, as follows:

3. Adopted Minutes from April 14, 2011 TRANSPLAN meeting.
4. Accepted Correspondence.
5. Accepted Recent news Articles
6. Accepted Status Report on Major Projects
7. Accepted Environmental Register

**CONSIDER AND RECOMMEND SAFE ROUTES TO SCHOOL FUNDING PROJECTS/ PROGRAMS FOR THE TRANSPLAN SUB-REGION**

Mr. Cunningham advised that the Metropolitan Transportation Commission (MTC) had allocated \$2.47 million in federal Congestion Mitigation and Air Quality (CMAQ)

Improvement Program funds to support Safe Routes to School programs or projects in Contra Costa County. He described the stringent requirements involved to be able to spend the funds at the local level, reported that the TRANSPLAN area had been allocated \$726,000 by a funding allocation detailed in the staff report from the Contra Costa Transportation Authority's (CCTA's) Planning Committee dated April 6, 2011, and advised that the TRANSPLAN Technical Advisory Commission (TAC) had discussed the item and had a recommendation for the Board. He added that a local match of 11.5 percent was required.

Brad Beck, CCTA's Senior Transportation Planner, explained that MTC's Climate Initiative Program had allocated CMAQ funds with had an overriding limitation that they be spent in ways to reduce air quality pollutants and improve air quality, and MTC had further shrunk the funds by making them available only for Safe Routes to School Programs, things to encourage children to walk or bicycle to school, get their parents involved to do that, or conduct physical improvements. He explained that one of the problems in using the funding to make physical improvements was that there was little time involved. Projects must also be federalized, requiring National Environmental Policy Act (NEPA) clearance, which was more difficult than the California Environmental Quality Act (CEQA) process, and which had to be completed by February 5, 2012. As a result, a project which did not require acquisition of right-of-way, new utilities and the like, was required. He added that he had been working with the Regional Transportation Planning Committees (RTPCs) to identify projects.

Mr. Beck referred to the recommendations from the Planning Committee to the RTPCs as to how to allocate their share of CMAQ funds available through the MTC program by basing each share 50 percent on population within the subregion and 50 percent on K-12 enrollment; by recommending projects or programs that can meet the Caltrans and MTC requirements either in a stand-alone program or project or an already federalized project that can exchange some or all of its local funds with other like projects for the CMAQ funds; by setting a minimum request of \$250,000 with a minimum program or project size of \$282,500; or by using set aside funds, if needed, from the Safe Routes to School Master Plan contract for the funds to help oversee and support programs or projects funded through the program.

Mr. Cunningham presented the TRANSPLAN TAC's recommendation and explained that the discussion of the approach recommended had been complex. The recommendation for the available funding was to fund a Brentwood Project which included a traffic signal on American Avenue at Heritage High School, replacement of 66 existing solar powered in-pavement crosswalk lights, and a sidewalk gap closure project adjacent to Marsh Creek Elementary School, at an estimated cost of \$435,000; with the balance to be spent on a 511 Contra Costa East County Bicycle/Pedestrian Program estimated at \$291,000. He recommended that the Board create a subcommittee to review the situation and noted that the TAC would meet next week to discuss the issue.



Federal Glover asked whether the identified projects were the only fundable projects or programs available, and questioned why there were no other shelf-ready projects available for consideration. He did not want to lose the funding.

Mr. Cunningham explained that the identified projects were the only projects that fit the very stringent criteria.

Chair Kalinowski wanted to see the three Brentwood projects work, if possible, and if not agreed that the 511 project could be pursued. He indicated that he did not favor the third option to swap the money with other projects/RTPCs. He agreed that transparency was important if the Brentwood projects did not work.

Bob Taylor commented that the issue had been discussed for months with the CCTA's Planning Committee and he objected to a being backed up against a wall.

Mr. Cunningham explained that he monitored the other RTPCs and the discussions in those forums had been even more surreal. He stated that the funding, when identified, had been for Safe Routes to School and noted that the constraints on the funding were CMAQ driven. He suggested that the difficulty in attaining the funding had taken those involved off guard.

Mr. Beck stated that the use of the funds had been discussed by, among others, the Safe Routes to School Task Force, and the process had been assumed to be easier than it had turned out to be. He added that it had taken some iterations to come up with something reasonable.

Federal Glover preferred a better process although he recognized what was available. He urged staff to be aggressive to make sure that the funds were spent in Brentwood and if that could not be done, suggested the challenge be given to 511 Contra Costa to come up with some creative or innovative program to use the funds within the East County region.

When asked what 511 Contra Costa was prepared to do in the process, Corinne Dutra-Roberts, Senior Transportation Analyst with 511 Contra Costa, expressed the hope to use the funds for capital projects. Since they already worked with school funds in Contra Costa County, she stated they could use those funds for Peace on the Streets in Contra Costa County, which had been piloted in three middle schools and which had been well received. She added that they were ready to do that starting in Central and East County.

Kevin Romick verified that 511 Contra Costa was ready to take on that roll to use the money in Contra Costa County.

Ms. Dutra-Roberts explained that would require a serious ramp up of staff to serve all of the communities and the schools in East County, particularly since they had never been blessed with that much money this fast, and if there was nowhere else to spend the funds they could spend it in Eastern Contra Costa County within the three-year window.

Steve Kersevan, City of Brentwood Traffic Manager, responded to the issue of the CMAQ funding and explained that the concentration of the Brentwood projects was on air quality. He noted that American Avenue served a middle school and a high school and suggested that a traffic signal would offer less congestion and less idling. The school was now paying for a crossing guard and with a signal that would not be required. He stated that the City current owned the right-of-way, was ready to proceed, and had the matching funds from those involved. He advised that there were six sets of existing in-pavement crossing lights at Bristol Middle School, Krey Elementary School, and at Marsh Creek Elementary. The projects were ready to proceed, and while not specifically waiting for the subject criteria whenever a grant funding opportunity came up they were ready to apply. He suggested that the project would meet the guidelines.

Chair Kalinowski verified that Mr. Kersevan would have to verify that conformance with the grant manager and suggested that if the grant manager did not confirm compliance the funding could be diverted to 511 Contra Costa. He supported a 511 Contra Costa involvement if the Brentwood project did not conform.

As to what the TRANSPLAN TAC would have to discuss, Mr. Cunningham stated that the conversations had just taken place in the last few days and the issues had not yet been resolved. There was a desire to get the projects funded in the TRANSPLAN region with a project fully capable of being funded. He added that there was no opportunity to come up with another recommendation within the timeframe involved.

On motion by Federal Glover, seconded by Jim Frazier, TRANSPLAN Committee members unanimously recommended the approach of using Safe Routes to School Funding to fund a Brentwood Project which included a traffic signal on American Avenue at Heritage High School, replacement of 66 existing solar powered in-pavement crosswalk lights, and a sidewalk gap closure project adjacent to Marsh Creek Elementary School, and if that approach failed that the funding should be diverted to 511 Contra Costa for use in East County.

#### **RECEIVE UPDATE: STATE ROUTE 4 INTEGRATED CORRIDOR ANALYSIS**

Mr. Cunningham advised that the State Route 4 Integrated Corridor Analysis was a placeholder and that the consultant was still receiving information from local groups. He expected information from the consultant next month.



TRANSPLAN BUDGET

A. ADOPT 2011/2012 WORK PROGRAM AND BUDGET AND ADVISE AS APPROPRIATE

Mr. Cunningham referred to his memorandum to the Committee dated May 4, 2011 and explained that most of the work program items were standing items that carried over from year to year. He characterized the work as consistent and explained that most items were driven by the CCTA. He referred to the three highlighted items in the memo: Review/Revise Administrative Procedures; Continued State Route 4 Corridor Management Planning; and Concord Naval Weapons Station (CNWS)/Los Medanos Area Planning. He stated that the item related to Administrative Procedures was to accommodate any issues that may arise, referring specifically to compliance issues. He recommended setting up steps by which any compliance issues may be administered by the TRANSPLAN Committee. He explained that the State Route 4 Corridor Management Planning item was ongoing. With respect to the CNWS, he reported that the final environmental document and General Plan Amendment was not anticipated until summer 2011. He added that the TRANSPLAN TAC had reviewed the items and had no comment.

Chair Kalinowski referred to the Administrative Procedures item, shown as Task 9 in the Draft Work Program, and recommended that the item become a study session between the TRANSPLAN TAC and the Board to work cooperatively at the same time and the same place. The Board agreed.

On motion by Bob Taylor, seconded by Jim Frazier, TRANSPLAN Committee members unanimously adopted the Work Program and Budget for 2011/2012.

B. RECEIVE REPORT ON 2010/2011 BUDGET

Mr. Cunningham reported that the budget was unchanged from last year. The TRANSPLAN TAC had no comments.

Jim Frazier asked if unanticipated expenses were being tracked, reported by Mr. Cunningham that the unanticipated expenses on compliance issues were being tracked separately.

Mr. Cunningham advised that the past two years the TRANSPLAN Budget had come in under budget although this year he anticipated coming in over budget given the compliance issues. He had no details at this point but would return at a future meeting and report. Based on prior direction from the TRANSPLAN Committee, he would take over budget figures off the next year's budget. He anticipated an additional cost in the invoice for future years given the over budget situation. He advised that no action was required on the item at this time.

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

Mr. Cunningham stated that the item was a placeholder. He had a report from the City of Antioch and BART staff that discussions were ongoing and productive. He would report back at the June meeting.

2011 REVIEW MEASURE J STRATEGIC PLAN UPDATE – ACTION TO  
DETERMINE:

Mr. Cunningham advised that the CCTA updated the Strategic Plan every two years to revisit assumptions related to revenue and inflation, and to ensure project commitments did not exceed projected Measure J revenues. The item had been submitted on an amended agenda and had been included on the TRANSPLAN Committee website. For background purposes, he referred to a letter dated September 16, 2009 he had submitted to Robert McCleary, Executive Director of the CCTA regarding actions and discussions from the September 10, 2009 TRANSPLAN meeting when program money had been shifted to capital projects.

Hisham Noeimi, the CCTA's Engineering Manager, explained that in February 2011, the CCTA had approved the revenue projections for use in the 2011 Measure J Strategic Plan. He noted that the last Strategic Plan had been adopted by the CCTA in December 2009. He announced that the CCTA would be able to meet the eBART funding commitment and would be able to accelerate it to meet the project schedule. As such, the project cash flow needs for eBART were available. He added that programs would not be affected given the savings in the Highway 4 projects even though revenues were still on the decline; 4 percent lower than the last Strategic Plan.

Mr. Noeimi noted that Measure J had been approved in November 2004, extending the half cent transportation sales tax for 25 years to March 31, 2034. It was originally projected to generate \$2 billion in sales tax revenues for transportation projects and programs, and assign funding for specific projects in the Expenditure Plan based on a projected 2020 population.

Mr. Noeimi identified the projects in the Expenditure Plan where each subregion had a specific list of projects. Forty one percent of the Expenditure Plan was for capital projects and 60 percent was for programs. Projects and programs had been differentiated given that programs had a fixed rate of sales tax revenues with fixed percentages, where capital projects had fixed dollar amounts. He noted that there was no line item for project financing or contingency for revenue reductions. The Expenditure Plan did not identify which projects to do first or how to finance them, it was a blueprint for delivering Measure J capital projects and anticipated funding needs and availability for the next five years through a "Program of Projects," and the Authority used the Program of Projects to appropriate Measure J funds to capital projects.



Mr. Noeimi explained that the first Strategic Plan had been adopted by the CCTA in 2007 prior to the recession when \$2 billion in revenues had been anticipated. The CCTA expected to issue three bonds. Because the last bond was dedicated for eBART, East County had agreed not to compete for State Transportation Improvement Program (STIP) funds for five cycles. Because there was no line item to finance the projects, a 90 percent cap had been proposed on funding for the capital projects with a 10 percent leftover to be used for the debt service on proposed bonds. He reported that in 2009, the expected \$2 billion in revenues had dropped 23 percent and revenue was estimated at \$1.55 billion as a result. The actual revenues in 2010 and currently in 2011 were also less than anticipated. As a result in February the revenue projections had been lowered to \$1.5 billion over the life of the measure. He described the CCTA's bonding capacity and explained that based on an analysis with its financial advisors, the CCTA could afford to issue two additional bonds; \$222 million planned for FY 2012, and \$67 million in an eBART-specific bond planned for FY 2014.

With respect to expenditure caps, Mr. Noeimi reported that the 23 percent drop in revenue in 2008 and 2009 along with higher debt service costs on proposed bonds and a swap termination cost required a lowered cap from 90 percent to 66 percent in the 2009 Strategic Plan. With the Strategic Plan revenue projections being lowered, the cap would also have to be lowered. He noted that the Highway 4 project would be able to absorb the reduction in funding given the cost savings. The new Strategic Plan would further reduce the 66 percent cap to 62 percent.

Mr. Noeimi noted the policy to exclude East County from five STIP cycles which had been reduced to one STIP cycle in the last Strategic Plan and which would exclude East County from three STIP cycles in the current Strategic Plan. He advised that the latest Strategic Plan would be finalized by July or August 2011.

Jim Frazier verified with Mr. Noeimi that the savings associated with the Highway 4 Widening Project would remain in East County.

Mr. Noeimi clarified the funds involved and identified the projects that had been sacrificed to forward the eBART Project.

#### **ADJOURNMENT**

Chair Kalinowski adjourned the TRANSPLAN Committee meeting at 7:36 P.M., to June 9, 2011 at 6:30 P.M. or other day/time as deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk

Meeting Handouts:

- Memorandum from John Cunningham, TRANSPLAN Staff to the TRANSPLAN Committee re: TRANSPLAN Work Program and Budget dated May 4, 2011;
- Staff Report from the Contra Costa Transportation Authority's (CCTA's) Administration and Projects Committee Meeting re: 2011 Update to the Measure J Strategic Plan, February 3, 2011
- Letter to Robert McCleary, Executive Director CCTA, from John Cunningham, TRANSPLAN Staff re: actions and discussions from the September 10, 2009 TRANSPLAN meeting, dated September 16, 2009



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

A JOINT EXERCISE OF POWERS AGENCY

MINUTES  
April 14, 2011

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 8:45 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County), Gary Agopian (Alternate for Brian Kalinowski) (Antioch), Robert Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

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

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

Program Manager Dale Dennis asked that Item B be removed from Consent for discussion.

On motion by Director Glover, seconded by Director Agopian, the Authority unanimously adopted the Consent Items, with the removal of Item B, as follows:

- A. APPROVED Minutes of February 10, 2011 meeting (*March 10, 2011 meeting canceled*).
- B. APPROVE the policy for roadside memorials on the State Route 4 Bypass.  
[REMOVED FOR DISCUSSION]

C. APPROVED amendment to Consulting Services Agreement with Gray Bowen and Company in the amount of \$55,000 to assist the Authority with the acceptance and transfer of the State Route 4 Bypass to Caltrans, to assist with securing potential federal/state funding for Authority projects, and to extend the term to June 30, 2012, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

D. APPROVED an amendment to the Consulting Services Agreement with Lucy Owens in the amount of \$74,400 to provide right-of-way services for the right-of-way transfer of the State Route 4 Bypass to Caltrans, including the transfer of Vasco Road to Contra Costa County, and extend the term to July 31, 2011, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

E. APPROVED amendment to Consulting Services Agreement with Mark Thomas and Company in the amount of \$280,000 to continue to assist Authority staff on the transfer of the State Route 4 Bypass to Caltrans and to extend the term to December 31, 2011, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

F. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. DETERMINED that conveyance of irrigation easements to East Contra Costa Irrigation District (ECCID) is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easements, pursuant to Government Code Section 25526.6
3. AUTHORIZED the Secretary or designee to execute the easements.
4. DIRECTED the Real Property Division to deliver the easements to ECCID for acceptance and recording.

G. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. DETERMINED that the conveyance of excess property to East Contra Costa Irrigation District (ECCID) is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said property, pursuant to Government Code Section 960
3. AUTHORIZED the Secretary or designee to execute the Grant Deed.



- 4. DIRECTED the Real Property Division to deliver the Deed to the ECCID for acceptance and recording.

H. THE BOARD TOOK THE FOLLOWING ACTIONS:

- 1. DETERMINED that the conveyance of an irrigation line easement to the State of California is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
- 2. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6.
- 3. AUTHORIZED the Secretary or designee to execute the easement.
- 4. DIRECTED the Real Property Division to deliver the easement to the State of California for acceptance and recording.

The following item was removed from Consent for discussion.

**APPROVE THE POLICY FOR ROADSIDE MEMORIALS ON THE STATE ROUTE 4 BYPASS.**

Program Manager Dennis advised that staff had done additional research, and based on that research, staff could remove memorials from the Bypass right-of-way and did not need a separate policy at this point to do so. He recommended the removal of the item advising that no policy was required in that roadside memorials on the Bypass could be removed based on current statutes. He added that no motion was required from the Board.

**DETERMINATION ITEMS**

A. RECEIVE Status Report on the SR4 Bypass Projects

Mr. Dennis reported that the major effort was moving forward with the transfer and relinquishment to Caltrans. Staff had been looking for ways to move the Sand Creek Interchange and SR4 Widening (Laurel Road to Sand Creek Road) projects forward and had prepared applications to compete for Corridor Mobility Improvement Account (CMIA) savings and staff was working in close coordination with Contra Costa Transportation Authority (CCTA) staff. He was cautiously optimistic that the projects would be ranked fairly high to receive those savings. He added that part of the criteria was readiness and the Bypass Authority was well positioned from that standpoint.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 8:51 P.M. to the next meeting scheduled for Thursday, May 12, 2011.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk



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

JOINT EXERCISE OF POWERS AGENCY

MINUTES  
May 12, 2011

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 7:40 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County), Brian Kalinowski (Antioch), Robert Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

Program Manager Dale Dennis requested that Item A be removed from Consent to allow a report from staff.

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

- A. APPROVE amendment to Consulting Services Agreement with Mark Thomas and Company in the amount of \$201,500 to finalize the Sand Creek Interchange Project and Bypass Widening Project (Laurel Road to Sand Creek Road) and AUTHORIZE the Secretary or designee to sign the amendment on behalf of the Authority.  
**[REMOVED FOR DISCUSSION]**
- B. THE BOARD TOOK THE FOLLOWING ACTIONS:
  - 1. DETERMINED that conveyance of a natural gas pipe line easement to Venoco, Inc. is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.

2. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6.
3. AUTHORIZED the Secretary or designee to execute the aforementioned easement.
4. DIRECTED the Real Property Division to deliver the easement to Venoco for acceptance and recording.

C. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. DETERMINED that conveyance of an easement to PG&E for a 21 kV electrical distribution line is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6
3. AUTHORIZED the Secretary or designee to execute the aforementioned easement.
4. DIRECTED the Real Property Division to deliver the easement to PG&E for acceptance and recording.

D. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. DETERMINED that the conveyance of an easement to AT&T for communication facilities is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6.
3. AUTHORIZED the Secretary or designee to execute the aforementioned easement.
4. DIRECTED the Real Property Division to deliver the easement to AT&T for acceptance and recording.

E. THE BOARD TOOK THE FOLLOWING ACTIONS:



1. APPROVED agreement between the SR4 Bypass Authority and United States Department of the Interior Bureau of Reclamation (USBR), which provides for the conveyance of a pipeline easement to the USBR and AUTHORIZED the Secretary or designee to execute the contract.
2. DETERMINED that conveyance of a pipe line easement and an access easement to the United States of America is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
3. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6.
4. AUTHORIZED the Secretary or designee to execute the easement.
5. DIRECTED the Real Property Division to deliver the signed agreement and easement to the United States of America for acceptance and recording.

The following item was removed from Consent.

- A. APPROVE Amendment to Consulting Services Agreement with Mark Thomas and Company in the Amount of \$201,500 to Finalize the Sand Creek Interchange Project and Bypass Widening Project (Laurel Road to Sand Creek Road) and AUTHORIZE the Secretary or Designee to Sign the Amendment on Behalf of the Authority.

Mr. Dennis spoke to the effort of moving forward to compete for Corridor Mobility Improvement Account (CMIA) funds by finalizing the Sand Creek Interchange and Bypass Widening Projects where Mark Thomas and Company (MTCO) was providing the design services. He reported that specific items had been identified and budgeted specifically but the budget for finalizing Sand Creek Interchange and Bypass project plans were more order of magnitude budgets. Caltrans and PB (Construction Manager) reviews were still needed and MTCO would need to address their respective comments. He advised that he would report back to the Board as to how much of the actual approved budget amount had been expended for each of those efforts. He recommended approval of the amendment in the amount of \$201,500 for the Sand Creek Interchange and Bypass Widening Projects.

Chair Frazier thanked Mr. Dennis for the clarification.

On motion by Director Taylor, seconded by Director Glover, the Authority unanimously APPROVED amendment to Consulting Services Agreement with Mark Thomas and Company in the amount of \$201,500 to finalize the Sand Creek Interchange Project and Bypass Widening Project (Laurel Road to Sand Creek Road) and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

### DETERMINATION ITEMS

#### A. RECEIVE Status Report on the SR4 Bypass Projects

Mr. Dennis reiterated staff and Boardmember efforts to pursue CMIA applications and noted that the Authority had been successful in being included in the Metropolitan Transportation Commission's (MTC's) Tier 1 funding. Caltrans would next send its recommended list to California Transportation Commission (CTC) staff on May 16. On June 2, CTC staff would determine their recommended list and the CTC itself would take final action on June 22 for CMIA savings. Current savings were estimated at \$100 million. He advised that the key elements would be readiness and deliverability. Mark Thomas was finalizing the plans for the Sand Creek Interchange Project for advertising in July; the 4-Lane project would be ready to be advertised in August; construction could start in October if funds were secured. As a result, the Authority was well positioned to compete for the CMIA funds, which would all be awarded by 2012.

Mr. Dennis reported that staff was also continuing to facilitate the transfer of the Bypass to Caltrans and those activities were moving forward to target the transfer in the September timeframe, which he characterized as an aggressive but doable schedule.

Director Taylor spoke to the tremendous cooperation and establishment of relationships to put the Bypass projects in a good light for competing for CMIA funding..

Director Glover emphasized the need to resolve some of the regional issues to ensure that East County's position as a regional player remained strong.

Mr. Dennis explained that there had been a lot of support from Contra Costa Transportation Authority (CCTA) staff, working diligently on behalf of the SR4 Bypass Authority to move the CMIA applications forward.

Chair Frazier thanked staff for the crews who were keeping weeds and graffiti abated along the Bypass.

### BOARDMEMBER COMMENTS

There were no Boardmember comments.

### CORRESPONDENCE

There was no correspondence.



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May 12, 2011  
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ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 7:49 P.M. to the next meeting scheduled for Thursday, June 9, 2011.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk