



# TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Mark Simon • Director - Brian Dawson • Director - David Piepho • Director - Ray Tetreault

**NOTICE OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday November 17, 2010  
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 (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**

1. Minutes of Regular Meeting for November 3, 2010
2. District Invoices

**F. NEW BUSINESS AND ACTION ITEMS**

1. Agreement between the Town of Discovery Bay CSD and U.S. Bank National Association N.D. (U.S. Bank) for participation in the State of California's "Cal Card" program
2. Employee Medical Coverage
3. Establishment of a Town of Discovery Bay CSD General Fund

**G. VEOLIA REPORT**

1. Quarterly Report – July, August, and September
2. Monthly Report – October

**H. MANAGERS REPORTS**

**I. GENERAL MANAGER REPORT**

**J. DISTRICT LEGAL COUNSEL REPORT**

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

1. R – Contra Costa County Aviation Advisory Committee Meeting Minutes for August 17, 2010
2. S – Letter of Commendation for Lt. Mike Burton dated November 3, 2010
3. R – Letter from Supervisor Piepho to Liberty Union High School District regarding the district's property located at Delta Road and Sellers Avenue dated November 2, 2010
4. R – Letter from Supervisor Piepho regarding Liberty Union School District's acreage located at Delta Road and Sellers Ave dated November 2, 2010
5. R – Letter from Supervisor Piepho regarding a Board Order from the November 2, 2010 Board of Supervisors' meeting regarding the California Vehicle Code at the Discovery Bay Country Club dated November 3, 2010
6. R – Letter from Supervisor Mary Piepho regarding the cleanup of the Mount Diablo Mercury Mine dated November 4, 2010
7. R – Letter from Supervisor Mary Piepho regarding the dedication of the proposed Discovery Bay Community Center in honor of John Fritz dated November 2, 2010
8. R – Letter from the County Auditor-Controller regarding the Keller Canyon Mitigation Fund dated November 9, 2010

**L. PUBLIC RECORD REQUESTS RECEIVED**

- Request from William Richardson – Deferred Compensation Program for employees – dated Nov. 2, 2010
- Request from William Richardson – USDA Funding for Fire District – dated November 8, 2010

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

- Adjourn to next Regular meeting of December 1, 2010 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 - Mark Simon • Director - Brian Dawson • Director - David Piepho • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING  
AND THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday November 03, 2010  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 7:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**SPECIAL MEETING at 6:30p.m.**

President Graves called the meeting to order at 6:30p.m. Director Piepho was absent. All other Directors were present.

**A. CLOSED SESSION:**

District Legal Counsel McGrew took the meeting into closed session.

**1. CONFERENCE WITH LABOR NEGOTIATOR, Government Code section 54957.6**

Agency Designated Representative: Richard J. Howard  
Unrepresented Employees: All

**B. Return to open session; report on closed session**

The Board returned from Closed Session and District Legal Counsel McGrew returned the meeting to open session and stated that there was no reportable action taken. The meeting adjourned at 7:00p.m.

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

**A. ROLL CALL**

The meeting was called to order at 7:02p.m. President Graves led the Pledge of Allegiance. Roll call was taken. All Directors were present with the exception that Director Piepho was absent. District Legal Counsel McGrew stated that the board held a closed session at 6:30p.m. and there was nothing to report.

President Graves – Issued an apology for his behavior at the meeting dated October 6, 2010.

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

No Comments

**C. AREA AGENCIES REPORTS / PRESENTATION**

**1. DEPUTY SHERIFF / MARINE PATROL REPORT**

Tony Fontenot - Resident Crime Prevention Specialist – Presented his report and explained in detail the items.

**2. CHP REPORT – No Report**

**3. FIRE DISTRICT REPORT**

Battalion Chief Burris – Stated that the format has been changed to reflect a monthly comparison. He then gave details on the report

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

Chief Henderson – Provided an update on the status of the East Contra Costa Fire Protection District and that they are working on revenue enhancements. The ECC Fire Protection District has hired a Consultant. Also they will be doing polling in November and December to get a sense of enhancing the ECC District Revenue.

The ECC Fire Protection Board will make the decision on a possible special parcel tax over an assessment tax, which will be an improvement to their stream.

Another important subject matter was moving to an elected Board, which is a two (2) step process, and which may calculate up to \$200,000.

The ECC District Staff is researching a less expensive method for the election; mail ballot verses a full election. The Board and Chief Henderson had a discussion on the revenue enhancements, hiring of a Consultant and moving to an elected Board.

#### **5. COUNTY'S CODE ENFORCEMENT DEPARTMENT REPORT**

**Patty Cookson – Discovery Bay Code Enforcement Officer** –Wanted to introduce Conrad Fromme who is the Senior Code Enforcement officer for the East County Area.

**Conrad Fromme** – Provided slides on different items that the Code Enforcement Department covers within Discovery Bay and surrounding areas. To obtain forms go to [www.cccounty.ca/forms.aspx](http://www.cccounty.ca/forms.aspx)

#### **6. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT**

**Karyn Cornell** – Discussed the road improvements within Discovery Bay and also provided information on the different meetings coming up. The update on the Grant funding for the Knightsen/Byron transportation study is a project that did not receive State funding.

#### **D. CONSENT CALENDAR**

1. Consideration of Purchasing and Procurement Policy
2. Letter of Commendation for Lt. Mike Burton
3. Veolia Monthly Reports for the Months of March, April, and June 2010
4. District Financials
5. Minutes of Regular Meeting for October 20, 2010
6. District Invoices

**Resident Richardson** – Commented on the section of the Minutes regarding the Internship Program from the Regular Meeting for October 20, 2010.

**Motion made** – by Vice-President Simon to approve the Consent Calendar and seconded by Director Dawson. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Piepho.

#### **E. NEW BUSINESS AND ACTION ITEMS**

1. Lease agreement between T-Mobile West Corporation and the Town of Discovery Bay, a Community Services District, for the placement of a cellular antenna to be located at the Newport Lift Station, adjacent to Silver Park

**General Manager Howard** – Explained the lease agreement in detail and is communicating with T-Mobile to finalize the adjustments within the agreement.

**Motion made** – by Director Tetreault to Approve lease agreement between T-Mobile West Corporation and the Town of Discovery Bay, a Community Services District, for the placement of a cellular antenna to be located at the Newport Lift Station, adjacent to Silver Park and authorize the President of the Board to execute all associated lease documents and seconded by Director Dawson. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Piepho.

#### **F. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – No Report
4. Special Districts Report\*\* - No Report

\*\*These meetings are held Quarterly

#### **G. CHAIR REPORT AND DIRECTORS' COMMENTS**

**Vice-President Simon** – Wanted to congratulate Director Dawson and President Graves for being elected to the board and to also congratulate Chris Steele as our new Board Member.

**President Graves** – Provided the report from the meeting of the East County Water Management Association and handed in his written report for the District files.

#### **H. GENERAL MANAGER'S REPORT**

**General Manager Howard** – The RFP for the Water and Wastewater Services were received and distributed to the committee. Also, provided slides for the Well 6 project.



I. LEGAL COUNSEL REPORT

No Report

J. CORRESPONDENCE – Discussion and Possible Action

1. R – Letter from Supervisor Piepho regarding the Economic Opportunity Council
2. R – Letter from Supervisor Piepho regarding postponement of the certification of the 4<sup>th</sup> High School Environmental Impact Review.
3. R – Letter from Supervisor Piepho regarding the status of the Floodplain Designation in the Discovery Bay Area
4. R – Letter from Supervisor Piepho regarding the proposed Bonita House/Knightsen Facility Application

No Comments

K. PUBLIC RECORD REQUESTS RECEIVED

Request from William Richardson – 16,450 Gallon Sewage Spill  
Request from William Richardson – for Director Brian Dawson's email correspondence  
Request from Don Flint – Stipends for non-CSD activity  
Request from Don Flint – June 2010 Sewer Spill and conspiracy allegations  
Request from [anonymousprrr@gmail.com](mailto:anonymousprrr@gmail.com) – Anonymous Public Records  
Request from [anonymousprrr@gmail.com](mailto:anonymousprrr@gmail.com) – Copies of Public Records Requests  
Request from [anonymousprrr@gmail.com](mailto:anonymousprrr@gmail.com) – Correspondence Included in agenda packets

No Comments

L. FUTURE AGENDA ITEMS

Director Dawson – Suggested that staff create a policy for the Anonymous Public Records request.  
President Graves – Would like to have the minutes transformed into Action Minutes or in other terms brief minutes, due to the audio covering all details of the meeting. President Graves would also like to have on the agenda the decision of how the funds from T-Mobile will be used.

M. ADJOURNMENT

The meeting was adjourned at 8:24p.m. to next regular meeting on November 17, 2010 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

cmc – 11.9.10



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

November 17, 2010

Prepared By: Liz Hardy, Accounts Assistant  
Submitted By: Rick Howard, General Manager *RH*

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 \$188,373.52

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

AGENDA ITEM: E-2

Request for authorization to pay invoices  
 For the Meeting on November 17, 2010  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/10 - 6/11



<u>Acct Code</u>			
1	7002	Express Employment Inv# 98980560-1 dtd 10/27/10, Payroll for Temp Services	\$815.44
2	7002	Express Employment Inv# 99003723-6 dtd 11/03/10, Payroll for Temp Services	\$890.09
3	7002	Express Employment Inv# 99003725-1 dtd 11/03/10, Payroll for Temp Services	(\$45.94)
		<b>Sub-Total</b>	<b>\$1,659.59</b>
4	7002	Frank Cramer Expenses for Mileage, dtd 11/1/10	\$9.50
5	7005	Neumiller & Beardslee Inv# 236143, dtd 11/04/10 Water/wastewtr Facilities RFP thru 10/31/10	\$903.00
6	7005	Neumiller & Beardslee Inv# 236142, dtd 11/04/10 Gen Services performed 10/31/10	\$3,595.75
	7952	Neumiller & Beardslee Inv# 236142, dtd 11/04/10 Gen Services performed 10/31/10***	\$274.13
	7952	Neumiller & Beardslee Inv# 236142, dtd 11/04/10 Gen Services performed 10/31/10***	\$274.13
	7952	Neumiller & Beardslee Inv# 236142, dtd 11/04/10 Gen Services performed 10/31/10***	<u>\$274.11</u>
		***To be Reimbursed by Zone #s 35, 57, 61	
		<b>Sub-Total</b>	<b>\$5,321.12</b>
7	7010	Big Dog Computer Inv# 20090930-11, dtd 10/29/10 IT Service	\$270.00
8	7010	Big Dog Computer Inv# 20090930-12, dtd 11/08/10 IT Service	<u>\$320.00</u>
		<b>Sub-Total</b>	<b>\$590.00</b>
9	7012	Veolia Water Inv# 2503461, dtd 08/10 DB Water/wastewater project # 33030	\$6,861.38
10	7120	SDRMA Inv# 0034827-IN, dtd 11/4/10 Worker's Comp 2009/10	\$1,029.52
11	7250	BloCycle Renewel membership journal of composting & recycling	\$60.00
12	7300	American Retrofit Systems Inv# 4478, dtd 10/25/10 P1 & P2 breaker trip PM panel from PGE	\$100.00
13	7300	American Retrofit Systems Inv# 4480, dtd 11/3/10 Rework elec for headwork auger & put on line	\$350.00
14	7300	American Retrofit Systems Inv# 4481, dtd 11/2/10 Worked on influent control with Veolia & Telstar	\$300.00
15	7300	American Retrofit Systems Inv# 4482, dtd 11/2/10 Replace bubbles air compression @ LS/H	\$390.00
16	7300	American Retrofit Systems Inv# 4483, dtd 11/03/10 Install replacemnt run light assembly for Influnt 3	\$100.00
17	7300	American Retrofit Systems Inv# 4485, dtd 11/1/10 Night call out for influent P2 failure	\$300.00
18	7300	American Retrofit Systems Inv# 4486, dtd 11/10/10 Repull wires on 2 bad legs of 480 to In Plant 1 shop	\$1,450.00
19	7300	American Retrofit Systems Inv# 4487, dtd 11/05/10 Trouble shoot influent P2 VFD & replc contrl board	\$500.00
20	7300	American Retrofit Systems Inv# 4488, dtd 11/10/10 Elec PM'S MCC - PLC 11-21-31	\$250.00
21	7300	American Retrofit Systems Inv# 4489, dtd 11/10/10 Replace batteries on UPC - UPS	\$100.00
22	1011-004	American Retrofit Systems Inv# 4479, dtd 10/26/10 Elec mains station - cut undrgrnd hook up generator	<u>\$500.00</u>
		<b>Sub-Total</b>	<b>\$4,340.00</b>
23		<u>Ace Hardware Account # 808 Closing Date 10/31/10</u>	
	7300	General Repairs	\$18.17
	7630	Site Maintenance / Landscape	\$114.18
	7665	Office Bldg / Improvements	\$6.14
	7685	Tools	<u>\$11.79</u>
		<b>Sub-Total</b>	<b>\$150.28</b>
24	7300	Advanced Pipeline Services Inv# 273, dtd 10/29/10 Video Inspection Services	\$600.00
25		<u>Capitol One Account - Printout for Oct 15 - Nov 09, 2010</u>	
	7300	General Repairs Water / Sewer	\$450.08
	7320	Special Equipment / Signage	\$424.71
	7430	Office Supplies	\$103.81
	7510	Web Site / Internet	\$118.99
	7520	Wireless	(\$240.38)
	7550	Telephone	\$441.40
	7670	Office Equipment / Software	\$49.99
	7690	Maint / Fuel	\$1,261.13
	7952	Misc. - Zones Reimbursable	<u>\$208.12</u>
		<b>Sub-Total</b>	<b>\$2,817.85</b>
26	7300	D.C. Frost Assoc Inv# 5644, dtd 10/25/10 Module Leg Kit, UV3 8L part # 915345-008	\$557.59
27	7300	D.C. Frost Assoc Inv# 5671, dtd 11/04/10 Service on the old UV system	<u>\$3,698.87</u>
		<b>Sub-Total</b>	<b>\$4,256.46</b>
28	7300	Paul E Vaz Trucking, Inc. Inv# 10236, dtd 10/28/10 Material only/transfers job# 2049/10	\$429.69
29	7300	Paul E Vaz Trucking, Inc. Inv# 10237, dtd 10/28/10 Haul only/transfers job# 2049/10	<u>\$508.72</u>
		<b>Sub-Total</b>	<b>\$938.41</b>

7330	Basic Chemical Solutions	Inv# S15799533, dtd 10/25/10	1800 Willow Lake Drive	\$1,405.49
7330-	Basic Chemical Solutions	Inv# S15799534, dtd 10/25/10	1800 Newport Drive	<u>\$988.01</u>
			<b>Sub-Total</b>	<b>\$2,393.50</b>
7430	Office Depot	Inv# 539096854001, dtd 10/28/10	Office Supplies	\$44.74
7630	Brut Force Janitorial	Inv# 111, dtd 10/29/10	Cleaning of Office for November	\$90.00
7630	Sunstate Equip	Inv# 4790574-001, dtd 10/14/10	Boom lift rental	\$1,949.85
7690	Holt of California	Inv# , dtd 10/8/10	Paint for forklift	\$18.20
7690	Performance Marine Specialties, Inc	Inv# 0250, dtd 11/9/10	For emergency trailer	\$26.21
7720	Kevin Graves	Expense Report meetings, dtd 11/03/10	for October	\$418.00
7720	Mark Simon	Expenses for Meetings, dtd 11/3/10	in Sept 2010	\$300.00
7720	Ray Tetreault	Expenses for Meetings, dtd 11/3/10	in Sept 2010	\$300.00
7952	ValleyCrest	Inv# 3627117, dtd 10/10/10	Landscape Maint for October***	\$5,460.00
7952	ValleyCrest	Inv# 3638024, dtd 10/22/10	Installed Oleanders along fence line future well site SB St***	\$224.00
7952	ValleyCrest	Inv# 3638034, dtd 10/22/10	Installed Grape Myrtle at entrances of Regatta Dr***	<u>\$660.00</u>
		***Reimburse for Zone #'s 35, 57, and 61	<b>Sub-Total</b>	<b>\$6,344.00</b>
7952	Watersavers	Inv# I1011273, dtd 10/28/10	Parts for landscaping***	\$734.15
7952	Watersavers	Inv# I1011273, dtd 10/28/10	Credit for returned clock prev. billed to Zone 8	<u>(\$82.88)</u>
		***To be Reimbursed by Zone 61	<b>Sub-Total</b>	<b>\$651.27</b>
0910-007	Herwitt Engineering	Inv# 10-010, dtd 10/1-10/31	UV Facility Design	\$770.00
0910-007	McFadden Construction	Proj# 452, dtd 09/10	UV System and Bypass Pipeline App #4	\$103,019.58
0910-007	Bank of Sacramento	For: McFadden Construction Proj# 452, dtd 09/10	UV System and Bypass Pipeline App #4	\$30,599.42
	<b>TODB TOTAL...</b>			<b>\$175,558.88</b>

**Caselle Utility Account**

7951	Refund of Overpayment	Acct# 1-011-360-037-303	\$11.17
7951	Refund of Overpayment	Acct# 1-011-291-012-001	\$15.26
7951	Refund of Overpayment	Acct# 1-011-430-075-901	\$8.03
7951	Refund of Overpayment	Acct# 1-011-610-082-701	\$14.46
7951	Refund of Overpayment	Acct# 1-011-610-083-501	<u>\$1.61</u>
		<b>Sub-Total</b>	<b>\$50.53</b>

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 08/16/10 Meeting	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	8.33% Jul 10 Month to Date Expenses	16.67% Aug 10 Month to Date Expenses	25.00% Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	Pending Approval 11/17/10	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7000	Contract Services														
7001	General Manager	\$102,000	\$103,719	102%	\$130,000	\$10,735	\$10,735	\$1,661	\$3,396	\$2,607		\$1,669		\$10,735	8%
7002	District Staff	\$221,000	\$388,678	176%	\$270,000	\$46,895	\$46,895							\$54,699	20%
7003	W Staff Water Related				\$126,000									\$0	0%
7004	L Landscape Related (Reimb)				\$121,000									\$0	0%
7005	District Benefits	\$50,000	\$0	0%	\$52,500									\$0	0%
7006	Legal	\$60,000	\$87,417	146%	\$80,000	\$7,366	\$7,366							\$0	0%
7007	Consulting Services	\$130,000	\$104,787	81%	\$130,000	\$6,956	\$6,956							\$0	0%
7008	Veolia Operations	\$1,020,000	\$1,079,476	106%	\$1,173,000	\$83,362	\$83,362							\$4,978	30%
7009	Veolia Prov & Corrective Fund	\$48,000	\$101,819	212%	\$80,000	\$8,721	\$8,721							\$550	21%
7010	NPDES Permit		\$0	0%	\$12,000									\$3,405	21%
7011	W Staff Water Related	\$82,000	\$0	0%	\$82,000									\$19,247	24%
7012	Outsource of Water Billing				\$24,000									\$0	0%
7013	General Operating Expenses				\$35,000									\$0	0%
7014	Audit	\$19,000	\$21,025	111%	\$35,000									\$1,090	0%
7015	Electrical Cost (water)	\$300,000	\$328,208	109%	\$300,000	\$90,892	\$90,892							\$183,836	61%
7016	Electrical Cost (sewer)	\$300,000	\$371,794	124%	\$325,000	\$9,894	\$9,894							\$142,023	44%
7017	Public Comm & Noticing	\$10,000	\$13,367	134%	\$5,000	\$228	\$228							\$388	8%
7018	Election Expenses	\$500	\$0	0%	\$12,000									\$0	0%
7019	Rent - Public Meetings	\$6,000	\$28,073	468%	\$16,000	\$120	\$120							\$0	0%
7020	Memberships	\$30,000	\$29,233	97%	\$50,000	\$6,921	\$6,921							\$1,483	9%
7021	NPDES NOV Fines (s)	\$3,500	\$1,716	49%	\$25,000	\$1,531	\$1,531							\$22,182	44%
7022	Staff Training	\$300,000	\$554,147	185%	\$350,000	\$13,997	\$13,997							\$1,811	7%
7023	General Repairs Water / Sewer				\$150,000									\$290,551	89%
7024	PUMP Repairs	\$15,000	\$0	0%	\$15,000									\$0	0%
7025	NTR / SIP Testing	\$3,000	\$4,699	157%	\$3,000	\$105	\$105							\$263	9%
7026	Special Equipment/Signage	\$50,000	\$97,797	196%	\$65,000	\$4,964	\$4,964							\$42,874	66%
7027	Chemicals/Order Materials	\$5,000	\$7,997	160%	\$5,000	\$341	\$341							\$948	19%
7028	Office Expenses	\$5,000	\$4,697	94%	\$4,500	\$251	\$251							\$3,218	129%
7029	Copier Maint	\$7,000	\$17,497	250%	\$8,000	\$109	\$109							\$2,562	32%
7030	Postage	\$3,000	\$3,109	104%	\$1,000	\$84	\$84							\$930	93%
7031	Office Supplies	\$3,000	\$4,849	162%	\$4,500	\$731	\$731							\$2,451	54%
7032	Wireless	\$2,500	\$6,371	255%	\$4,000	\$195	\$195							\$1,728	43%
7033	Web Site/Internet				\$1,000									\$0	0%
7034	Telephone	\$3,000	\$3,109	104%	\$1,000	\$598	\$598							\$3,151	21%
7035	Site Maintenance / Landscaping	\$5,000	\$21,877	438%	\$10,000	\$105	\$105							\$2,322	23%
7036	Office Bldg / Improvements	\$5,000	\$30,085	601%	\$8,000	\$1,504	\$1,504							\$2,164	27%
7037	Office Equipment / Software	\$1,000	\$1,456	146%	\$1,000	\$76	\$76							\$328	33%
7038	Office Furnishings	\$3,000	\$6,193	206%	\$3,500	\$427	\$427							\$4,732	136%
7039	Tools	\$18,000	\$25,323	141%	\$19,000	\$100	\$100							\$15,523	82%
7040	Maint / Fuel	\$26,000	\$25,088	97%	\$36,000	\$1,200	\$1,200							\$7,266	20%
7041	Directors Expense	\$1,000	\$312	31%	\$600	\$379	\$379							\$24	4%
7042	Compensation	\$1,000	\$161,203	16120%	\$12,000	\$77	\$77							\$6,201	52%
7043	Training	\$1,000	\$0	0%	\$100,000	\$8,923	\$8,923							\$107	1%
7044	Miscellaneous	\$1,000	\$0	0%	\$100,000	\$5,545	\$5,545							\$30,126	30%
7045	Misc. - Reimbursable				\$48,000									\$0	0%
7046	Misc. - Zonos Reimbursable				\$6,000									\$0	0%
7047	Reimbursement (Hofmann)				\$5,500									\$0	0%
7048	Insurance	\$60,000	\$102,503	171%	\$48,000									\$0	0%
7049	General Liability				\$6,000									\$0	0%
7050	Workers Comp				\$5,500									\$0	0%
7051	County Services	\$3,000	\$5,153	172%	\$5,500									\$0	0%
7052	Revenue Collection	\$600	\$0	0%	\$700									\$0	0%
7053	Investment Fee	\$0	\$0	0%	\$2,500									\$0	0%
7054	Data Processing	\$0	\$0	0%	\$6,000									\$0	0%
7055	Accounting (A/P, A/R, GL)	\$5,000	\$21,180	424%	\$6,000									\$0	0%
7056	Public Works - permits				\$231,000									\$655	11%
7057	Reimbursements to Town of DB	\$2,919,100	\$3,711,273	127%	\$3,697,800	\$127,893	\$127,893							\$0	0%
7058	TOTAL	\$2,919,100	\$3,711,273	127%	\$3,697,800	\$478,604	\$478,604							\$0	0%
7059	Reimbursements:													\$0	0%
7060	Amount													\$1,173,132	32%

Miscellaneous Adjustments:

Date	Acct #	Amount	Description
7/21/2010	7950	\$5,545.00	S/B in #7952
8/4/2010	7950	\$1,684.41	S/B in #7952
7/21/2010	7300	\$4,408.00	S/B in #1011-017
8/4/2010	7010	\$11,331.42	S/B in #7300



Acct. #	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Month to Date Expenses 8/25/2010	Month to Date Expenses 7300	Month to Date Expenses \$650.00	Month to Date Expenses S/B in #0809-002	Month to Date Expenses	Month to Date Expenses	Month to Date Expenses	Pending Approval 11/17/10	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
					8/25/2010	7300	\$650.00	S/B in #0809-002							
					8/25/2010	7300	\$225.00	S/B in #7630							
					8/25/2010	7300	\$95.00	remove - pd 7/27/10							
					8/25/2010	7320	\$177.99	S/B in #7300							

Acct. #	SEWER	TOWN OF DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011 Approved at 6/16/10 Meeting	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Jul 10 M-T-D Exp.	Aug 10 M-T-D Exp.	Sep 10 M-T-D Exp.	Oct 10 M-T-D Exp.	Nov 10 M-T-D Exp.	Dec 10 M-T-D Exp.	Plan to Approve 11/17/10	2010/2011		2010/2011 % of Budget YTD	
														REIMB.	ACTUALS		
0910-004			Rehab Manholes	\$0	0%	\$15,000			\$14,893						\$14,893		99%
0910-005			Landscape Plant #1	\$2,636	53%	\$5,000									\$0		0%
0910-006			Replace Sewer Main	\$0	0%		\$151,290		\$7,450						\$158,740		#DIV/0!
0910-007			UV System	\$457,297	114%		\$4,489	\$28,439	\$49,196	\$44,407			\$134,389		\$126,531		#DIV/0!
0910-008			Salinity Project	\$0	0%	\$200,000									\$0		0%
0910-009			Pumps / Motors Replacement	\$35,470	71%										\$0		0%
0910-010			Wetlands	\$8,304	1%	\$85,000									\$0		#DIV/0!
1011-001			By-Pass Pipeline	\$0		\$80,000									\$0		0%
1011-002			Replace PLC's	\$0		\$20,000			\$5,590						\$5,590		7%
1011-003			Bio-Solids Pumps (2) Wet Well	\$0		\$22,000									\$0		0%
1011-004			Rehab Lift Station W	\$0		\$60,000							\$500		\$0		0%
1011-005			Bypass Valve Lift Station S	\$0		\$12,000									\$0		0%
1011-006			Metal Cover for UV Area	\$0		\$125,000									\$0		0%
1011-007			Clarifier Cleaning Devices	\$25,000											\$0		0%
1011-008			Paving for Bio-Solids Area	\$15,000											\$0		0%
1011-009			New Moles (2)	\$80,000					\$42,608						\$0		0%
1011-010			Road Crossing Ramps	\$25,000											\$42,608		53%
			<b>Sewer Sub Total</b>	\$581,375	36%	\$769,000	\$4,489	\$179,729	\$71,539	\$32,604	\$0	\$0	\$134,889	\$0	\$348,361		45%
0809-002			Well #6 Design & Drill Test Hole	\$475,615											\$6,765		
0910-011			Security Door Locks (12)	\$12,980	216%	\$6,000		\$1,400	\$816	\$5,612	\$937				\$0		0%
0910-012			Ladder Vandal Guard	\$0	0%	\$2,000									\$0		0%
0910-013			Pumps / Motors Replacement	\$2,972	20%										\$0		0%
0910-014			Water Meter Program	\$63,079	13%	\$500,000	\$250			\$20,843	\$268				\$21,360		4%
			Water Meter Program: Reimbursements			(\$500,000)									\$0		0%
1011-011			Filter Media Replacement	\$40,000											\$0		0%
1011-012			Stabilize Around Willow Lake	\$0											\$0		0%
1011-013			Rehab Well(s)	\$20,000											\$0		0%
1011-014			Replace Water Mains	\$50,000											\$0		0%
1011-015			Water Meter Trailer	\$20,000											\$0		0%
			<b>Water Sub Total</b>	\$555,237	106%	\$148,000	\$250	\$1,400	\$816	\$26,455	\$1,205	\$0	\$0	\$0	\$30,125		20%
1011-016			Pickup Truck (1)	\$20,000											\$0		0%
1011-017			K-Rail for Bulk Material	\$15,000			\$4,408								\$0		0%
1011-018			Portable Message Units	\$30,000											\$4,408		29%
1011-019			GPS Tracking Device	\$12,000											\$0		0%
1011-020			Replace Fence Near Marina	\$15,000											\$0		0%
1011-021			New Chairs for Board Room	\$6,000											\$0		0%
			<b>Other Sub Total</b>	\$7,251	19%	\$98,000	\$4,408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408		4%
0102-00			Pipeline Replace Reserve	\$0											\$0		#DIV/0!
CREDITS			Reimbursement to Town of DB	\$0											\$0		#DIV/0!
			<b>Total Cap Budget</b>	\$1,143,864	71%	\$1,015,000	\$9,147	\$181,129	\$72,354	\$119,059	\$4,205	\$0	\$134,389	\$0	\$382,894		#DIV/0!

Miscellaneous Adjustments:		
Date	Acct #	Description
7/21/2010	7300	\$4,408.00 S/B in #1011-017
8/4/2010	0809-002	\$38,032.20 removed - paid on 7/28/10

Request for authorization to pay invoices  
 For the Meeting on November 17, 2010  
 Town of Discovery Bay, D.Bay L&L Park #8  
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	2102	BioCycle Renewel membership journal of composting & recycling	\$60.00
2		<u>Capital One 10/11 Printout for Oct 15- Nov 09,2010</u>	
	2130	Small Tools & Instruments	\$314.14
	2131	Minor Equipment, Furniture Less than \$1000	\$75.45
	2272	Gasoline / Fuel for Equipment	<u>\$248.86</u>
		<b>Sub-Total</b>	<b>\$638.45</b>
3		<u>Ace Hardware Account # 808 Closing Date 10/31/10</u>	
	2130	Small Tools & Instruments	\$65.95
	2270	Maintenance of Equipment	\$9.38
	2281	Maintenance of Buildings	\$11.29
	2282	Grounds Maintenance	<u>\$26.20</u>
		<b>Sub-Total</b>	<b>\$112.82</b>
4	2130	Watersavers Irrig Inv# 11011273, dtd 10/28/10 Parts for landscaping	\$8.26
	2282	Watersavers Irrig Inv# 11011273, dtd 10/28/10 Parts for landscaping	<u>\$292.00</u>
		<b>Sub-Total</b>	<b>\$300.26</b>
5	2281	Brut Force Janitorial Inv# 111, dtd 10/29/10 Cleaning of office at DB Blvd for Nov	\$20.00
6	2282	Trugreen Inv# 788969, dtd 10/07/10 Dallis Grass Control	\$475.00
7	2282	Trugreen Inv# 788970, dtd 10/07/10 Lawn Service 10	\$625.00
8	2282	Trugreen Inv# 788971, dtd 10/08/10 Lawn Service 10	<u>\$1,375.00</u>
		<b>Sub-Total</b>	<b>\$2,475.00</b>
9	2282	ValleyCrest Inv# 3626209, dtd 10/10/10 Landscape Maint for October	\$8,457.00
10	2282	ValleyCrest Inv# 3636471, dtd 10/18/10 Irrig repairs for Cornell Park	<u>\$296.37</u>
		<b>Sub-Total</b>	<b>\$8,753.37</b>
		<b>TOTAL</b>	<b>\$12,359.90</b>

County Acct#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Jul 10 Month to Date Expenses	Aug 10 Month to Date Expenses	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Plan to Approve 11/17/2010	2010/2011 % of Budget YTD
Town of Discovery Bay/D, Bay L&L Park #8													
Operating Expense Budget 10/11													
Approved at 6/16/10 Meeting													
2100	Office Expenses	\$500	\$1,076	215%	\$850	\$105	\$163	\$51	\$382	\$382	\$50	\$701	82%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150							\$60	0%
2103	Postage	\$50	\$0	0%	\$50			\$60					0%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,735								0%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$239	\$7,702	\$12,060	\$5,281	\$11,981		\$60	3%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750	\$100	\$736	\$107	\$124			\$388	32%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975							\$75	142%
2170	Household Items	\$800	\$1,209	151%	\$900			\$879				\$879	0%
2190	Public Notices	\$100	\$633	633%	\$150								98%
2200	Memberships	\$200	\$0	0%	\$450				\$120				0%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500			\$220					0%
2251	Computer Software	\$500	\$0	0%	\$500								27%
2270	Maintenance of Equipment	\$700	\$1,858	265%	\$950				\$80			\$0	44%
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000		\$159		\$86			\$9	8%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,245	55%	\$4,000		\$244	\$368	\$181			\$1,045	52%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300		\$350	\$350	\$350			\$249	20%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$9,915	\$30,450	\$1,854	\$11,890	\$1,668		\$31	26%
2284	Requested Maintenance from County (3620)	\$500	\$0	0%	\$500							\$11,547	34%
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100								#DIV/0!
2303	Other Travel Employee Expenses	\$200	\$102	51%	\$1,500								0%
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100	\$366		\$400	\$170				0%
2310	Staff Payroll	\$63,000	\$39,064	62%	\$72,000		\$11,671	\$726				\$936	12%
2360	Insurance	\$6,000	\$10,389	173%	\$5,200				\$528	\$497			18%
2470	Road/Construction Materials (Street Signs)	\$1,000	\$0	0%	\$500								10%
2479	Other Special Expenses	\$5,000	\$5,810	116%	\$3,500		\$647	\$59	\$778				0%
3530	Miscellaneous Services & Supplies	\$200	\$21	10%	\$300				\$27	\$172			42%
3611	Taxes & Assessments	\$4,500	\$0	0%	\$500								66%
5011	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500								0%
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500								0%
Misc.	Reserves	\$0	\$0	0%	\$0								0%
Total Expenses		\$465,100	\$362,238	78%	\$394,494	\$10,619	\$52,065	\$17,134	\$20,580	\$15,040	\$0	\$12,360	29%
Miscellaneous Adjustments:													

Request for authorization to pay invoices  
For the Meeting on November 17, 2010  
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
1	2310	Neumiller & Beardslee Inv# 236142, dtd 11/4/10 Services thru 10/31/10	\$274.13
2		<u>Capital One 10/11 Printout for Oct15 - Nov 09, 2010</u>	
	2130	Small Tools & Instruments	\$57.00
	4265	Various Improvements	<u>\$73.08</u>
		Sub-Total	\$130.08
		TOTAL	\$404.21



County Acct#	Town of Discovery Bay/L&L #9 Ravenswood Operating Expense Budget Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Jul 10 Month to Date Expenses	Aug 10 Month to Date Expenses	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Planned to Pay 11/17/2010	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	16	10%	\$150	\$51	\$51	\$51	\$62	\$13				\$177	118%
2102	Books, Periodicals & Subscriptions	\$50	120	240%	\$50									\$0	0%
2103	Postage	\$50	8,685	17370%	\$50				\$16					\$16	31%
2110	Communications (Messenger, Radio, etc.)	\$100	120	120%	\$650		\$60		\$60					\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	103	2%	\$12,500	\$1,497				\$7,188				\$8,685	69%
2130	Small Tools & Instruments	\$100	193	193%	\$100				\$120			\$57		\$120	120%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	253	253%	\$500				\$103					\$103	21%
2170	Household Items	\$0	581	#DIV/0!	\$700			\$193						\$253	26%
2190	Public Notices	\$50	38	76%	\$150			\$200						\$40	24%
2200	Memberships	\$50	0	0%	\$165									\$0	0%
2250	Rent & Lease of Equipment	\$500	0	0%	\$500									\$0	0%
2251	Computer Software	\$200	109	55%	\$200				\$80					\$80	40%
2270	Maintenance of Equipment	\$300	0	0%	\$300					\$87				\$87	29%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$500				\$338					\$407	81%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500				\$338					\$407	81%
2282	Grounds Maintenance	\$54,000	32,593	60%	\$48,540	\$81	\$3,720	\$3,970	\$2,920	\$3,830				\$14,521	30%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%	\$100									\$0	0%
2303	Other Travel Employee Expenses	\$5,000	2,890	58%	\$250									\$0	0%
2310	Professional Services	\$13,000	356	3%	\$25,500	\$840	\$2,100	\$255		\$323		\$274	\$3,518	\$1,189	176%
2360	Insurance	\$5,000	0	0%	\$1,850				\$175					\$175	9%
2470	Road/Construction Materials (Street Signs)	\$5,000	1,249	#DIV/0!	\$500									\$0	0%
2479	Other Special Expenses	\$1,000	0	0%	\$500									\$0	0%
2490	Miscellaneous Services & Supplies	\$100	0	0%	\$500									\$0	0%
3530	Taxes & Assessments	\$100	0	0%	\$500									\$0	0%
5011	Reimbursement-Gov/County Admin. Chrgs	\$100	0	0%	\$500									\$0	0%
Misc.	Reserves		0	#DIV/0!										\$0	0%
	<b>Total Expenses</b>	<b>\$85,150</b>	<b>47,480</b>	<b>56%</b>	<b>\$95,955</b>	<b>\$921</b>	<b>\$7,814</b>	<b>\$4,569</b>	<b>\$3,915</b>	<b>\$12,700</b>	<b>\$0</b>	<b>\$331</b>	<b>\$30,019</b>	<b>\$31</b>	<b>31%</b>

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:

County Acct#	Account Description	2010/2011 Budget	Town of Discovery Bay/D.Bay L&L Zone #9 Capital / Asset Budget 10/11					Planned to Pay 11/17/2010	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			8.33% Jul 10 Month to Date Expenses	16.67% Aug 10 Month to Date Expenses	25.00% Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses				
4226	Various Park	\$0									
4265	Various Improvements	\$87,865	\$2,891	\$2,891		\$385	\$335	\$73	0		
4546	Structure & Walkway Repairs	\$11,000	\$750	\$750	\$17,640	\$23			3,611	4%	
4789	Playground Equipment	\$0							18,413	167%	
4956	Tools & Sundry Equipment	\$0							0		
	Total	\$98,865	\$0	\$3,641	\$17,640	\$408	\$335	\$73	\$0	22,024	22%



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

November 17, 2010

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

### Agenda Title

Agreement between the Town of Discovery Bay CSD and U.S. Bank National Association N.D. (U.S. Bank) for participation in the State of California's "Cal Card" program.

### Recommended Action

1. Authorize the General Manager to execute all necessary and contract documents between the Town of Discovery Bay CSD and U.S. Bank National Association N.D. (U.S. Bank) for participation in the State of California's "Cal Card" program; and
2. Adopt resolution 2010-18 Authorizing U.S. Bank as the sole purchase card program for the District and to cancel the current Capital One Visa account.

### Executive Summary

The Town of Discovery Bay CSD has utilized a Capital One Visa since the inception of the District for miscellaneous general purchases. The existing account was opened when the District had no spending capability and it was necessary to purchase goods and/or services. Since that time, the Capital One Visa account has remained in full force and effect. It is recommended that the District transition from the Capital One account to U.S. Bank.

U.S. Bank, through a contract with the State of California's General Services Administration, administers the "Cal Card" purchase card program. The Cal Card is accepted wherever VISA is accepted. There is no annual fee associated with the card, and no interest charges accrue if the card balance is paid in full within forty-five (45) days (versus 25 days currently). Other benefits include the option of limiting by dollar amount, type of service, and frequency of use for individual cardholders. For example, it will now be possible to restrict a card by a dollar amount and limit a card only to fueling stations and auto repair facilities. The District will also receive quarterly cash "rebates" based upon spending if the card balance is paid on time.

The Cal Card is regularly utilized by governmental entities throughout the State of California. In a survey of other CSD's, those who responded to our inquiry as to the types of credit cards they utilize, each and every respondent replied that the Cal Card was utilized by their CSD for every day credit card spending.

Please refer to the attached Frequently Asked Questions for a more comprehensive list of the benefits that the Cal Card offers the District.

### 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

Agreements with U.S. Bank

US Bank CAL-Card Program Frequently Asked Questions (FAQ)

Resolution 2010-18

AGENDA ITEM: F-1

**CAL-Card ®**  
**Request to Participate Form**

Town of Discovery Bay Community Services District

\_\_\_\_\_  
*(Insert Name of California Tax Funded Agency)*

The person designated below will serve as the initial point of contact for establishing an account or accounts with U. S. Bank.

**68-0401578**

Tax ID Number: \_\_\_\_\_  
*(Cities, Counties, School Districts, and Special Districts ONLY)*

**Agency Point of Contact:**

**Richard J. Howard**

**November 17, 2010**

\_\_\_\_\_  
*(Name)*

**1800 Willow Lake Road**

\_\_\_\_\_  
*(Date)*

**925-634-1131**

\_\_\_\_\_  
*(Mailing Address)*

**Discovery Bay, CA 94505**

\_\_\_\_\_  
*(Phone)*

**rhoward@todb.ca.gov**

\_\_\_\_\_  
*(City, State, ZIP)*

**5**

\_\_\_\_\_  
*(Email address)*

**\$4,000 to \$6,000**

**#**

\_\_\_\_\_  
*Estimated Number of Cards*

**\$**

\_\_\_\_\_  
*Estimated Monthly Spend*

Upon receipt of this Request to Participate and other required documentation as listed below, U.S. Bank will contact your agency within 3 business days.

- State agencies are required to complete a Std. 213, this Request to Participate form and mail *together* to U.S. Bank.
- Local agencies; cities, counties, special districts, schools districts and other non-state agencies, are required to complete a Local Agency Addendum, this Request to Participate form, and provide three years of audited financials. The Request to Participate form and the local agency addendum must be mailed. Financial statements may be submitted to U.S. Bank by one of the following options. Please indicate the option you will be using.

- Paper copy enclosed with original documents
- Document format, please list email address for US Bank to contact
- Web Address for financials \_\_\_\_\_

*If your agency requires that you have original signature documents on file at your agency, please send more than one set of the above documents to U.S. Bank.*

Please send completed documents to:

WSCA Sales Coordinator  
U.S. Bank Government Services  
1025 Connecticut Ave Suite 510  
Washington, DC 20036

**QUESTIONS?** Email us at:

[cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)

\_\_\_\_\_  
**For U.S. Bank Use Only**

Date Submitted \_\_\_\_\_

IPM \_\_\_\_\_ AM \_\_\_\_\_

AGREEMENT NUMBER	/	AGENCY BILLING CODE
<b>MSA 5-06-99-01</b>		
REGISTRATION NUMBER		

This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME  
**Town of Discovery Bay Community Services District**

CONTRACTOR'S NAME  
**U.S. Bank National Association N.D. (U.S. Bank)**

The term of this Agreement is: **November 30, 2010** through **October 18, 2011**

The maximum amount of this Agreement is: **\$ 0**

The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement.

- (1) Contractor agrees to provide purchasing card services for purchases as provided under the terms and conditions of Master Services Agreement (MSA) 5-06-99-01 and its amendments.
- (2) The terms of the agreement shall be (November 30, 2010) through October 18, 2011 unless terminated earlier or extended under the terms of the Master Services Agreement (MSA 5-06-99-01) by the Department of General Services.
- (3) Either party may terminate this agreement at any time by giving thirty (30) days written notice to the other party, whether or not such other party is in default.
- (4) Master Services Agreement 5-06-99-01 and its amendments are incorporated by reference and made a part of this agreement. All other terms and conditions of the MSA apply to this agreement.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

*California Department of General Services  
Use Only*

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)  
**U.S. Bank National Association N.D. (U.S. Bank)**

BY (Authorized Signature) \_\_\_\_\_ DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING  
**Jeffrey A. Rankin, Senior Vice President**

ADDRESS  
**US Bank Plaza, 200 South Sixth Street Minneapolis, MN 55402**

**STATE OF CALIFORNIA**

AGENCY NAME  
**Town of Discovery Bay Community Services District**

BY (Authorized Signature) \_\_\_\_\_ DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING  
**Richard J. Howard, General Manager**

ADDRESS  
**1800 Willow Lake Road  
Discovery Bay, CA 94505**



ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM  
MASTER SERVICES AGREEMENT (DGS MSA 5-06-99-01)

This Addendum ("**Addendum**") to the State of California Purchase Card Program Master Services Agreement (DGS MSA 5-06-99-01) (the "**Agreement**") between the Department of General Services ("**DGS**") on behalf of the State of California, and U.S. Bank National Association ND ("**U.S. Bank**"), is made this 30 day of November , 2010 by the Town of Discovery Bay Community Services District ("**Participating Agency**") for the purpose of becoming a "Participating Agency" as that term is defined in the Agreement. The Master Services Agreement DGS MSA 5-06-99-01 and its amendments are incorporated by reference and made a part of this Addendum.

RECITALS:

- A. DGS has entered into the Agreement for the purpose of making available for Participating Agency's use a purchase card program as described in the Agreement; and
- B. The Agreement contemplates the inclusion of Participating Agencies by a process of voluntary execution of an addendum; and
- C. The Participating Agency has received a copy of the Agreement and after thorough review of the Agreement desires to become Participating Agency as that term is defined in the Agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by reference, the mutual promises and covenants set forth in the Agreement, which is incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Participating Agency, and U.S. Bank agree as follows:

1. The Participating Agency agrees to accept and perform all duties, responsibilities and obligations required of Participating Agency as set forth in the Agreement. CAL-Cards shall be issued to employees of the Participating Agency upon execution of this Addendum by the Participating Agency and U.S. Bank. U.S. Bank shall submit invoice(s) to the Participating Agency at the address indicated herein.
2. U.S. Bank is authorized to place the seal or logo of the Participating Agency on the CAL-Cards issued to employees of the Participating Agency for the sole purpose of identifying the card for official use only. Such seal or logo shall be subject to use limitations as apply to the State seal on Page 3 of the Agreement.
3. The Participating Agency shall make monthly payments as provided in the Agreement to U.S. Bank of the full amount of the official monthly invoice by causing a check or checks or a warrant or warrants to be issued payable to the order of U.S. Bank on demand or by use of an Automated Clearing House or Electronic Data Interchange to make such payment to U.S. Bank.
4. The Participating Agency shall provide U.S. Bank with a copy of its audited financial statements within sixty (60) days of completion and, upon request of U.S. Bank, such other financial information as may be reasonably requested.
5. Either party may terminate this Addendum at any time by giving a thirty (30) days written notice to the other party, whether or not such other party is in default.
6. The Participating Agency declares that CAL-Cards shall be used for official Participating Agency purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt. The Participating Agency warrants that it possesses the financial capacity to perform all of its obligations under the Agreement and this Addendum and the Participating Agency will not allow purchases to be made with CAL-Cards or incur any other financial obligation hereunder or under the Agreement prior to determining that existing appropriations available therefore are sufficient in amount to pay for such purchases or such other financial obligations.

7. The contact notice address for the Participant is:

Program Manager Name	Richard J. Howard, General Manager
Participating Agency Name	Town of Discovery Bay Community Services District
Mailing Address	1800 Willow Lake Road
City, State, Zip	Discovery Bay, CA 94505
Email Address	rhoward@todb.ca.gov

8. The agreements of the Participating Agency set forth in this Addendum and the Agreement constitute valid, binding and enforceable agreements of the Participating Agency and all extensions of credit made pursuant to this Addendum and the Agreement to the Participating Agency will be valid and enforceable obligations of the Participating Agency in accordance with the terms of the Agreement and this Addendum. The execution of this Addendum and the performance of the obligations hereunder and under the Agreement are within the powers of the Participating Agency, have been authorized by all necessary action and do not constitute a breach of any agreement to which the Participating Agency is a party or is bound. The signer of this Addendum further represents and warrants that he or she is duly authorized by an applicable constitution, charter, code, law resolution or other governmental authority to enter into transactions of this nature. Participating Agency represents and warrants that this transaction is within the scope of the normal course of business and does not require further authorization for Participating Agency to be duly bound by this Addendum. This Addendum requires approval as to form by the Attorney for the Participating Agency. If this Addendum is not approved as to form by the Attorney for Participating Agency, the completion of the attached Certificate of Authority is required and must accompany this Addendum.

Town of Discovery Bay Community Services District

Legal Name of Participating Agency

U.S. Bank National Association ND

(Signature of Authorized Individual)

Richard J. Howard

(Printed Name of Authorized Individual)

General Manager

(Printed Title of Authorized Individual)

(Signature of Authorized Individual)

Jeffrey A. Rankin

(Printed Name of Authorized Individual)

Senior Vice President

(Printed Title of Authorized Individual)

Approved as to form:

(Signature of Attorney for Participating Agency)

District Legal Counsel Mike McGrew

(Printed Name of Attorney)

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

- **Is there an annual card fee?**
  - No.
- **What are the real costs to an agency for participating in the CAL-Card Program?**
  - The CAL-Card is a "no cost" program unless an unpaid invoice has accrued late penalties; late penalties are assessed on day 46 from the invoice date. The late payment penalty is based on the State of California Dept of Finance Budget Letter set each fiscal year.
- **Is there a minimum card count or spend required to start a program?**
  - There is no minimum card count or spend requirements within the CAL-Card Program.
- **What are the terms for payment?**
  - Payment terms are 45 days from the date of each monthly statement of account/invoice.
- **What is the interest rate?**
  - This program is set up for accounts to be paid in full each invoice/billing period. For unpaid, undisputed balances 46 days or older, there is a late payment interest rate established annually by the State of California, Department of Finance, according to the State's Prompt Payment Act, see [www.pd.dgs.ca.gov/calcard](http://www.pd.dgs.ca.gov/calcard), click on Program Information, for the most current Budget Letter from the Department of Finance. If the accrued monthly penalty amount is seventy-five dollars (\$75) or less per invoice, the penalty shall be waived and not paid by the agency, (SAM 8474.3). State agencies are required to report late payment to Department of General Services.
- **Are there rebates to an agency from U.S. Bank?**
  - There is a Prompt Payment Rebate, Volume Sales Rebate and Average Transaction Rebate. From [www.pd.dgs.ca.gov/calcard](http://www.pd.dgs.ca.gov/calcard), click on Program Information for rebate information. Rebates will be calculated and paid quarterly, by check, to the agency on the 50<sup>th</sup> day from the quarter end, as long as the calculated rebate equals or exceeds \$75.00.
- **Can the CAL-Card be used for both commodities and services?**
  - Yes. The CAL-Card can be used to procure commodities and services, provided that the purchase is within the authorized CAL-Card dollar limit. The CAL-Card may also be used for purchases from California Multiple Award Schedules (CMAS) and Master Agreements. The purchase must be in accordance with the authorized dollar limits, State laws, rules and Purchasing Authority guidelines, all applicable policies and procedures, specific contract term or specific agency guidelines and requirements.
- **Who is responsible for errors, omissions and intentional misconduct by an agency or an employee?**
  - The State, each participating university, participating division, or local government agency is responsible for their own errors and

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

omissions. When a card has unauthorized charges, a dispute process procedure must be followed to free the agency from financial responsibility. When an employee makes unauthorized charges, U.S. Bank provides VISA Waiver Liability coverage within specific program criteria, provided that the employee is terminated.

- **Describe liability for the Participating Agency for the following:**
  - Fraudulent use of the card by cardholder
  - In the event a card is stolen, forged or lost
  - If a merchant accepts a procurement card order without obtaining prior authorization or forces a transaction for the purchase
    - The Agency is liable for fraudulent use of the card by a Cardholder. Each CAL-Card has VISA Liability Waiver coverage up to \$5,000 per card when an agency has 1 to 4 valid cards and up to \$100,000 per card when an agency has 5 or more valid cards. VISA Waiver Liability is available upon written request provided the agency cancels the card account and terminates the employee per the terms of the contract.
    - In the case of a lost or stolen card, the agency's liability ends as soon the Cardholder contacts U.S. Bank Customer Service. In addition, the Cardholder should immediately notify their Agency Program Coordinator.
    - Fraudulent transactions posted to the account are referred to the U.S. Bank's fraud investigation unit. The Cardholder has 60 days from cycle date to report fraudulent charges.
    - A merchant who does not receive authorization or forces a transaction on a charge is liable for that charge.
- **What does a Cardholder do if their CAL-Card is lost or stolen?**
  - The Cardholder should immediately contact U.S. Bank Customer Service and their Agency Program Coordinator to report the lost card. U.S. Bank has a 24-hour a day, 7 days a week, Customer Service number for reporting lost or stolen cards. The number is 1-800-227-6736. A new account will be established and a new card issued. All charges are moved to the new account and unauthorized charges will be cleared by subsequent credits issued by U. S. Bank Fraud Investigative Services. Additional information is located at [www.pd.dgs.ca.gov/calcard](http://www.pd.dgs.ca.gov/calcard).
- **Which merchants accept the CAL-Card?**
  - The CAL-Card is a VISA purchase card. Any merchant that can accept a VISA credit card can accept a CAL-Card.
- **What if the merchant does not currently accept a VISA credit card, but desires to become a VISA merchant?**
  - The merchant may contact U.S. Bank for merchant/supplier set up by calling 1-800-334-1941. All merchant questions regarding U.S. Bank's card processing will be answered. Also, the merchant should be encouraged to evaluate various bankcard processing

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

programs to determine which financial institution best meets their needs.

- **Who should be involved in the development of an agency's CAL-Card Program procedures?**
  - The development of the procedures should include cross-organizational staff. Include all stakeholders in the development of your agency's procedures including the agency Program Administrator, representatives from Fiscal, Accounting, Purchasing, Receiving and all Budget Managers.
- **What happens if a Cardholder's statement shows an incorrect charge?**
  - The Cardholder is responsible for working with the merchant to attempt to resolve the incorrect charge. If the issue cannot be resolved by working with the merchant, the Cardholder is required to formally dispute the charge. The Cardholder is responsible for completing and submitting the Cardholder Statement of Questioned Items (CSQI) form to U.S. Bank within 60 days from the Statement of Account date for any charges that are to be disputed. A copy of the dispute form (CSQI) is added to the Cardholder Statement packet for internal auditing, and a copy is immediately faxed or mailed to U.S. Bank. The disputed amount is deducted from the Statement of Account total with the balance approved for payment.
- **Can the CAL-Card be used for emergency purchases?**
  - Yes, provided that your agency's procurement rules for emergency purchases are followed. In emergency situations, some agencies elect to temporarily raise card limits to accommodate emergency purchases; this can be done with U.S. Bank approval. For State agencies, as in any instance of emergency, your agency's management approval is likely required. This should be further supported by a justification to maintain the public health, welfare or safety and/or the supplies or services needed in an emergency situation.
- **Can the CAL-Card be used for travel expenses?**
  - **State Agencies:** No. The CAL-Card cannot be used for travel per diem expenses, these include: air or ground transportation, lodging and meals. The State has contracts in place for air travel, car rentals and utilizes an American Express employee credit card for all travel expense needs.
  - **Local Agencies:** Yes. Local Agencies can use the CAL-Card for travel expenses, if it falls within the agencies CAL-Card program guidelines. Check with your Agency Program Coordinator or fiscal management for direction.
- **What authority is required for State agencies to purchase with the CAL-Card?**
  - State agencies are required to have a purchasing authority, which is granted by the Department of General Services, Procurement



## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

Division, prior to participating in the CAL-Card Program. Batched CAL-Card invoices submitted to the State Controller's Office for payment must reference the appropriate purchasing authority number(s).

- **Does U.S. Bank collect 1099 data?**
  - The tracking and reporting of services for 1099 reporting is the responsibility of the participating agency. Taxpayer identification information is available monthly via Access Online 1099 reporting. However, it is still the participating agency's responsibility to collect the State agency Std. 204, Payee Data Record form and for local agencies the Internal Revenue Service W-9 form.
- **Are State agencies required to collect Payee Data Records, Std. 204 form for CAL-Card transactions?**
  - Yes. State agencies are required to have a completed Payee Data Record, Std. 204, on file for each supplier. This data is used to prepare 1099 reporting information for the Franchise Tax Board. Agencies are also required to report to the Employment Development Department any spends to a service contractor equaling \$600 or more. For more information regarding this requirement contact EDD at (916) 657-0529.
- **What should I do if a merchant does not charge sales tax?**
  - If a merchant is registered to do business in the State of California, but did not charge sales tax, you may request a new invoice with sales tax included or your agency may declare the tax on the reporting document to the State Board of Equalization.
  - If the merchant is located in another state and not registered to do business in the State of California the merchant should not collect sales tax; however, they may collect use tax as a courtesy to your agency. If the merchant charged a use tax, your agency does not need to report the amount to the Board of Equalization. If your agency was not charged the use tax, you do need to report the use tax amount to the Board of Equalization. The use tax rate should be the same as the sales tax rate at the location where the goods are used or consumed.
- **What should I do if the sales tax rate charged is different than the rate at my location?**
  - If a merchant is registered in the State of California but ships from an out of state location they should charge the sales tax rate at the location where the goods are used or consumed. You may request a new invoice or your agency can report the correct rate to the Board of Equalization. If the merchant charges 7.25% and your rate is 8.25% your agency is responsible for reporting and paying at the 8.25% rate.
  - **Questions? - - Board of Equalization at 1-800-400-7115 Mon. - Fri. 8:00 AM - 5:00 PM**
- **Can more than one person charge on a single card?**

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

- No. Cards are issued in the individual Cardholder's name with a signature required on the reverse side of the card. If an attempt to purchase is made by a person other than the Cardholder, the transaction can be declined and the card can be confiscated.
- o **Can a Cardholder be restricted by merchant types?**
  - Yes. The CAL-Card Program contract has an established Merchant Category Codes. Each card can have access to specific categories according to purchasing needs. The agency Program Administrator may utilize Access Online to set merchant authorization controls or contact U.S. Bank as needed.
- o **How can a Cardholder be prevented from over spending?**
  - Each card can be set up with a maximum single transaction, daily, monthly, quarterly and annual maximum spending limits, not to exceed the assigned State purchasing authority of 100,000. Higher limits are available upon approval of the Department of General Services (for State agencies) and U.S. Bank. In addition, limits can be placed on the number of transactions per day and per month for each Cardholder.
- o **What if there is a need to increase a single transaction or monthly total expenditure amount?**
  - Your agency Program Administrator can change limits in Access Online real time 24/7.
- o **Can the Cardholder change Merchant Category Codes, transaction limits or monthly expenditure limits?**
  - No. Only the agency Program Administrator or Alternate agency Program Administrator can establish a new Cardholder, delete Cardholders or make any changes to established card limits and Merchant Category Codes.
- o **Can the CAL-Card be used for cash advances?**
  - No. The CAL-Card cannot be used for cash advances. Cash advances and other high risk or cash-related Merchant Category Codes are excluded from the CAL-Card Program.
  - If an attempt is made to purchase one of these high risk cash-related items, the transaction will automatically decline. The agency Program Administrator can request quarterly management information reporting providing data on each card with declined transaction activity.
- o **What does a Cardholder do if they have a problem using the CAL-Card? For example, they attempt to use the card at their local merchant and the charge is declined.**
  - When a transaction is declined the Cardholder or the Agency Program Coordinator may contact U.S. Bank Customer Services to determine the reason why the transaction was declined. If the decline was due to dollar limits or MCC codes the Agency Program Administrator may make the changes in Access Online or may

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

contact U.S. Bank so the transaction may be completed. The agency Program Administrator or Alternate is the only person authorized to make changes to a Cardholder account. Common reasons for declined transactions include:

- Card not activated
- Card spend or transaction limits have been reached
- Merchant Category Code is blocked
- Cardholders should contact their agency Program Administrator if they feel that their Merchant Category Codes or card limits should be adjusted.
- o **If the master contract between the State of California and U.S. Bank is amended, must I amend my addendum to the contract also?**
  - No. Each addendum to the master contract contains the following language, which incorporates all past and future amendments:
  - "Master Services Agreement DGS MSA 5-06-99-01 and its amendments are incorporated by reference and made a part of this agreement."
- o **Does the Master Service Agreement require participating agencies to complete a new "Addendum" each Fiscal Year?**
  - No. Agencies need only complete one Addendum document referencing their starting date through to the end of the Master Service Agreement term, October 19, 2006 to October 18, 2011. If an agency wishes to end the agreement, they simply provide written notice, 30 days in advance of their desired end date.
- o **Once an agency submits a Request to Participate how soon could the agency receive CAL-Cards?**
  - U.S. Bank will contact your agency within three business days of receipt of your Request to Participate form, a signed Std. 213 or local agency addendum plus three years of audited financials. U.S. Bank stands ready to move at whatever pace the agency requires to establish their program. Credit review will take no more than 2 weeks. During the credit approval process, implementation meetings can be scheduled and the program set up forms can be completed and submitted to U.S. Bank. Once credit is approved, the accounts set up forms are input into the U.S. Bank computer system. Cards are issued within 5 business days and mailed to the agency designated locations. See Implementation Process at [www.pd.dgs.ca.gov/calcard](http://www.pd.dgs.ca.gov/calcard).
- o **Describe capabilities for designing and supplying a card identified as a local agency Procurement Card.**
  - U.S. Bank will support all of the card plastic stock, graphics, logo, and embossing parameters. U.S. Bank will graphically produce the card plastic stock inventory as provided by the State of California. U.S. Bank agrees to make changes to the card plastic stock at no charge during the contract period, if so requested by the State. The

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

local agency's name can be embossed on each CAL-Card. The agency also has the option of adding their agency seal or logo as a graphic on the card at no cost. For detailed information, review the CAL-Card Master Service Agreement or contact a U.S. Bank Account Coordinator at 1-800-254-9885 Option 3, Ext. 31302.

- **Is it possible to place a digitized picture ID on each procurement card?**
  - No. This option is not available.
- **Is a report available that tracks purchases by city, state and zip code?**
  - Yes. There are many reports in Access Online that provide vendor information. Specifically, there is the Transaction Detail report in the Financial Management reports that will provide the vendor name, city, state and zip code. US Bank also provides data files in standard layouts that can be used to import into your financial system. The US Bank Account Coordinator or Relationship Manager can assist you with the specific files.
- **What is the term of the current contract? The current contract term is:**
  - October 19, 2006 to October 18, 2011 (Five years fixed, plus one (2) year option for extension)
- **Is there an option for a multiple billing cycle?**
  - Yes. Larger CAL-Card Programs can now go to a multiple billing cycle to better disburse workflow in the monthly reconciliation to payments process. U.S. Bank's platform provides multiple billing cycle dates between the 6<sup>th</sup> and 25<sup>th</sup> with exception to the 19<sup>th</sup>.
- **Can a charge be disputed?**
  - If an error in Cardholder billing occurs, or if a problem with merchandise or services billed cannot be resolved between the Cardholder and merchant, the Cardholder must notify U.S. Bank of the dispute by completing the Dispute form in Access Online or by completing a hard copy Dispute form and faxing to US Bank. In many cases, it is necessary for the Cardholder to submit supporting documentation, such as a copy of a postal receipt, credit voucher or transaction log. The Dispute Form must be received by U.S. Bank within 60 days from the cycle date noted on the Cardholder Statement of Account on which the questioned charge first appeared. Timely attention to a disputed item is essential to ensure that VISA chargeback/dispute rights do not expire. A list of valid chargeback or dispute reasons is on the Dispute Form with the exception of the request for a duplicate receipt. A lost receipt is not a valid reason to withhold payment.
  - The Dispute form may also be used to request a copy of a specific sales draft (receipt). This can be useful when a Cardholder has lost his/her copy of the sales draft. This request however, is not

## US Bank CAL-Card Program Frequently Asked Questions (FAQ)

considered a dispute and the transaction should be authorized for payment.

- Dispute Forms should be directed by mail or fax to:
- U.S. Bank Disputes  
P.O. Box 6346  
Fargo, North Dakota 58125-6346  
Fax: (701) 461-3466

- o **Can freight charges be disputed?**

- A quote for freight cannot be disputed. If a Cardholder authorizes the charge, signs a charge slip or authorizes the charge for an online transaction, and the amount charged to the monthly Cardholder Statement of Account differs from the signed receipt or online order then the freight is disputable.

- o **Can CAL-Card be used to purchase on the Internet when PAY-Pal is the processor?**

- Yes, as long as the receipt provides the name of the vendor.
-



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2010-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT AUTHORIZING U.S. BANK NATIONAL ASSOCIATION  
N.D. (U.S. BANK) TO PROVIDE PURCHASE CARD SERVICES TO THE  
TOWN OF DISCOVERY BAY CSD AND PARTICIPATION IN THE STATE OF  
CALIFORNIA'S  
"CAL CARD" PROGRAM**

WHEREAS, Town of Discovery Bay Community Services District has utilized a Capital One Visa credit card since the inception of the District for miscellaneous general purchases; and

WHEREAS, U.S. Bank, through a contract with the state of California's General Services Administration, administers the "Cal Card" purchase card program; and

WHEREAS, the Cal Card purchase card program offers certain benefits not offered by the Districts current purchase card provider, Capital One Visa.

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

SECTION 1. That the Board authorize the General Manager to execute the necessary documents to facilitate implementation of the Cal Card program between the Town of Discovery Bay CSD and U.S. Bank; and terminate the Capital One VISA account once the Cal Card purchase card program is fully implemented.

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

PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF November 2010.

\_\_\_\_\_  
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 November 17, 2010, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:

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



# Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

November 17, 2010

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

**Agenda Title**

Employee Medical Coverage

**Recommended Action**

1. Authorize agreements between the Special District Risk Management Authority (SDRMA) and the Town of Discovery Bay CSD, and authorize the President of the Board to execute the necessary documents approving participation in SDRMA's medical and ancillary employee benefits program and;
2. Adopt Resolution 2010-17 authorizing the monthly contribution by the District for each employee be established at a not to exceed cost of \$527 per month per employee for Calendar Year 2011.

**Executive Summary**

The Town of Discovery Bay CSD does not currently and has not provided medical benefits to its employees since the inception of the District in 1998. The District presently employs eleven (11) full-time and one (1) part-time employee.

The SDRMA is a not-for-profit public agency formed under California Government Code Section 6500 et seq. and provides a full-service risk management program for California's local governments. SDRMA provides its members (the TODBCSD is a member) comprehensive liability protection coverage in many areas, including workers' compensation, general liability, and employee medical coverage, as well as a wide variety of other types of coverage.

Staff has reviewed the medical coverage plans provided by the SDRMA and believes that the ability of SDRMA, as a risk management agency, will be the most economical method of providing medical, dental, and other ancillary benefits to our employees. Staff has identified a medical coverage plan under the SDRMA Health Benefits Program that meets the basic needs of the employee. The coverage to be provided to the employee is equal to the "employee only" rate, and it does not cover the costs of other family members. The cost of other benefits, such as dental and vision is not necessarily covered. If the employee wishes to add coverage for family members, or dental and vision coverage, the added cost would be at the employees' expense and made through payroll deduction. The monthly cost of the medical coverage plan for "employee only" is \$527 per month per employee.

Continued on Page Two

**Fiscal Impact:**

Amount Requested \$

Sufficient Budgeted Funds Available?: Current budget includes \$52,500 for employee medical coverage.

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

**Previous Relevant Board Actions for This Item**

October 20, 2010 and November 3, 2010 Closed Sessions.

**Attachments**

SDRMA Entity Enrollment forms; Resolution 2010-17; SDRMA Plan description documents; TODBCSD Sample employee worksheet.

It is anticipated that not all employees will participate in the medical plan due to the fact that they presently have coverage through other means. Employees will, however, be able to utilize the monthly allocated amount to "purchase" ancillary coverage such as dental and vision if they do not already have that coverage and choose to do so. Additionally, employees that opt out of the coverage resulting from the fact that they already have coverage will be allocated \$250.00 monthly to be contributed into their deferred compensation plan.

The program will be administered according to the following criteria:

- a. Only those employees who are  $\frac{3}{4}$  time or greater will be eligible to participate.
- b. The Employer contribution is \$527/month/employee.
- c. Employees who do not have medical insurance are required to purchase the basic medical coverage plan.
- d. For those employees who "opt out" will receive a monthly contribution of \$250/month to their deferred compensation plan.

The estimated cost if all eligible employees were to participate in the program is as follows:

11 FTE @ 12 Months @ \$527/month is \$69,564.00

.75 FTE @ 12 Months @ \$395/month is \$4,740.00 (75% of the full time contribution)

**Total Estimated Annual Cost: \$74,304.00**

For Fiscal Year 2010/11, there is \$52,500 budgeted for these expenses for the first six (6) months of Calendar Year 2011.

While the actual cost will be determined once all employees have had an opportunity to select the coverage that best fits their needs, staff estimates the actual annualized cost to be approximately \$55,000 for the first full year of coverage.

It is also important to note that there will be an actual cost savings to the District of approximately 7% of every dollar that is deferred. Payroll deductions are withdrawn on a pre-tax as opposed to after tax basis, thus reducing the taxes paid by both the employee and the District for social security and other income taxes. This could amount to several thousand dollars annually.





# Medical Benefits Entity Enrollment Form

ENTITY INFORMATION – The Entity applicant certifies the following information:

Entity's Legal Name:			
Street Address:	City:	State:	Zip:
County:	Email:		
Contact Name:	Title:	Phone Number:	Fax Number:
Form of Organization: <input type="checkbox"/> Public Entity <input type="checkbox"/> JPA <input type="checkbox"/> Other - please specify _____			

**COVERAGE(S) REQUESTED AND CONTRIBUTIONS** The Employer will contribute the following percentage of the charge/premium on behalf of its employees for the coverage(s) requested:

<input type="checkbox"/> Gold PPO	<input type="checkbox"/> Platinum PPO	<input type="checkbox"/> Silver PPO	<input type="checkbox"/> High Deductible (HSA Compatible)
Employee ____%	Employee ____%	Employee ____%	Employee ____%
Dependent ____%	Dependent ____%	Dependent ____%	Dependent ____%
Retirees ____%	Retirees ____%	Retirees ____%	Retirees ____%
<input type="checkbox"/> EPO	<input type="checkbox"/> Access+ HMO 15	<input type="checkbox"/> Access+ HMO 20	
Employee ____%	Employee ____%	Employee ____%	
Dependent ____%	Dependent ____%	Dependent ____%	
Retirees ____%	Retirees ____%	Retirees ____%	

\* Entities must contribute a minimum of 75% of the cost for active employees, a recommended minimum of 50% of the cost for dependents (if electing to cover dependents) and a minimum of 50% of the cost for retirees (if electing to cover retirees). An Entity may select which plans they would like to offer their employees which will be subject to underwriting approval. HMO plans are not available in all Counties.

**EMPLOYEE ELIGIBILITY**

Eligible employees are:  Active full-time benefit eligible employees who work at least 30 hours per week  
 Part-time benefit eligible employees working at least 24 hours per week  
 Retirees; must be covered under group plan prior to retirement. Check all additional requirements that apply:

**RETIREE ELIGIBILITY (ENTITY POLICY)**

completed \_\_\_\_\_ years of service with employer  
 is at least \_\_\_\_\_ years of age on the date of retirement  
 is eligible for employer's pension plan  
 retirement on or before (date) \_\_\_\_\_  
 retirement on or after (date) \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

Total number of employees: \_\_\_\_\_ Total number of employees eligible: \_\_\_\_\_  
Total number of active full-time eligible enrolling employees: \_\_\_\_\_ Total number of part-time eligible enrolling employees: \_\_\_\_\_

**PROBATIONARY PERIOD/ELIGIBILITY DATE**

Eligibility Date is always on the FIRST DAY of the month following waiting period unless otherwise specified.

The waiting period for employees:  one month  two months  three months  Other \_\_\_\_\_  
 Other than FIRST DAY of month: Eligible on \_\_\_\_\_ day from  date of hire or  Other \_\_\_\_\_

**PUBLIC OFFICIALS/GOVERNING BODY**

For Public Officials/Governing Body members to be covered under SDRMA Medical Benefits the Public Officials/Governing Body members must currently be covered through the Entity's existing medical coverage.

Check here  If you intend to continue providing medical benefits coverage to your Public Officials/Governing Body members through SDRMA Medical Benefits.

**DOMESTIC PARTNERS**

Standard coverage for the domestic partner of an employee or subscriber to the same extent, and subject to the same terms and conditions, as provided to a dependent of the employee or subscriber. Coverage of the employee's/subscriber's domestic partner requires submission of a certified copy of a Declaration of Domestic Partnership, or similar form, filed with the State of California or another governing jurisdiction. Both domestic partners must be at least 18 years of age. Coverage is extended to the children of the domestic partner. There are no COBRA continuation rights for the domestic partner or the domestic partner's children.

**CURRENT CARRIER(S)**

Is this plan intended to replace any existing group coverage?  YES  NO

If YES, name of group carrier(s): \_\_\_\_\_

Current group carrier proposed termination date: \_\_\_\_\_

**GENERAL AGREEMENT AND SIGNATURE**

Effective date requested: \_\_\_\_\_ (Actual date will be assigned by SDRMA if application is accepted)  
Application is hereby made to SDRMA or the appropriate affiliated company for a Group Benefit Agreement/Group Policy providing coverage identified above. If this application is accepted, an Agreement/Policy will be issued which will set forth the terms, benefits and conditions of the relationship between the Entity and SDRMA. This application will become part of that Agreement/Policy.

Upon acceptance of the application, the Entity will inform all persons who are eligible for coverage that they may apply for SDRMA coverage under the Agreement/ Policy.

I understand and agree to all of the above.

Date \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Name and Title: \_\_\_\_\_  
(Print Name and Title of Authorized Signer)

**FOR SDRMA USE ONLY**

Application is:  Accepted  Declined Case No. \_\_\_\_\_

Effective: \_\_\_\_\_ Underwriter: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature)

Medical Benefits Program  
Interest Form



Employee Identifier (Name, employee#, etc.)	Employee's Home Zip Code	Gender M/F	Enrollment Code See Below	Plan Code See Below	Date of Birth	Status Code See Below
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Plan Code	
Gold PPO	G
Silver PPO	S
EPO	E
High Deductible - HSA Compatible	HSA
Platinum PPO	P
Access+ HMO 15	H15
Access+ HMO 20	H20

Enrollment Code	
Employee only	E
Employee + 1	E + 1
Employee + 2 or more	F

Status Code	
Active	A
Retiree	R
Retiree with medicare	RMC
Board member/directors/council/trustee	GB
Cobra	C

Current Plan/Provider \_\_\_\_\_ Current Plan Expiration Date \_\_\_\_\_

Entity Name \_\_\_\_\_

Entity Mailing Address \_\_\_\_\_

Entity City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_





Appendix A

Name:		<input type="checkbox"/> Employee Dependent	<input type="checkbox"/>	Date of Birth:	<input type="checkbox"/> Male Female	<input type="checkbox"/>
Date Disabled:	/ /	Diagnosis or Nature of Disability:				
Current Health Status and estimate of New Claims:						
Expected Return To Work Date:		Benefits Paid & Pended Last 12 months:				
/ /						

Name:		<input type="checkbox"/> Employee Dependent	<input type="checkbox"/>	Date of Birth:	<input type="checkbox"/> Male Female	<input type="checkbox"/>
Date Disabled:	/ /	Diagnosis or Nature of Disability:				
Current Health Status and estimate of New Claims:						
Expected Return To Work Date:		Benefits Paid & Pended Last 12 months:				
/ /						

Name:		<input type="checkbox"/> Employee Dependent	<input type="checkbox"/>	Date of Birth:	<input type="checkbox"/> Male Female	<input type="checkbox"/>
Date Disabled:	/ /	Diagnosis or Nature of Disability:				
Current Health Status and estimate of New Claims:						
Expected Return To Work Date:		Benefits Paid & Pended Last 12 months:				
/ /						

Name:		<input type="checkbox"/> Employee Dependent	<input type="checkbox"/>	Date of Birth:	<input type="checkbox"/> Male Female	<input type="checkbox"/>
Date Disabled:	/ /	Diagnosis or Nature of Disability:				
Current Health Status and estimate of New Claims:						
Expected Return To Work Date:		Benefits Paid & Pended Last 12 months:				
/ /						

(Form HB 4 Rev. 09/09)



**PUBLIC OFFICIALS/GOVERNING BODY**

For Public Officials/Governing Body members to be covered under SDRMA Ancillary Coverages the Public Officials/Governing Body members must currently be covered through the Entity's existing ancillary coverages.

Check here  If you intend to continue providing ancillary coverages to your Public Officials/Governing Body members through SDRMA Ancillary Coverages.

Total number of public officials: \_\_\_\_\_

Total number of enrolling public officials: \_\_\_\_\_

**DOMESTIC PARTNERS**

Standard coverage for the domestic partner of an employee or subscriber to the same extent, and subject to the same terms and conditions, as provided to a dependent of the employee or subscriber. Coverage of the employee's/subscriber's domestic partner requires submission of a certified copy of a Declaration of Domestic Partnership, or similar form, filed with the State of California or another governing jurisdiction. Both domestic partners must be at least 18 years of age. Coverage is extended to the children of the domestic partner. There are no COBRA continuation rights for the domestic partner or the domestic partner's children.

**CURRENT CARRIER(S)**

Is this plan intended to replace any existing group coverage?  YES  NO

If YES, name of group carrier(s): \_\_\_\_\_

Current group carrier proposed termination date: \_\_\_\_\_

**GENERAL AGREEMENT AND SIGNATURE**

Effective date requested: \_\_\_\_\_ (Actual date will be assigned by SDRMA if application is accepted)  
Application is hereby made to SDRMA or the appropriate affiliated company for a Group Benefit Agreement/Group Policy providing coverage identified above. If this application is accepted, an Agreement/Policy will be issued which will set forth the terms, benefits and conditions of the relationship between the Entity and SDRMA. This application will become part of that Agreement/Policy.

Upon acceptance of the application, the Entity will inform all persons who are eligible for coverage that they may apply for SDRMA coverage under the Agreement/ Policy.

I understand and agree to all of the above.

Date: \_\_\_\_\_

By: \_\_\_\_\_ Name and Title: \_\_\_\_\_  
(Authorized Signature) (Print Name and Title of Authorized Signer)

**FOR SDRMA USE ONLY**

Application is:  Accepted  Declined Case No. \_\_\_\_\_

Effective: \_\_\_\_\_ Underwriter: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature)

(rev. 07/15/10)

# Ancillary Coverage Program Interest Form



Employee Identifier (Name, Emp #, or other...)	Employee Home Zip Code	Gender (M/F)	Date of Birth	Status Code (see key)	Dental Enrollment Code (see key)	Vision Enrollment Code (see key)	Basic Life and AD&D? (Y/N)	LTD? (Y/N)	EAP? (Y/N)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Status Code Key	
Active	A
Public Officials	GB
COBRA	C

Enrollment Code Key	
Employee Only	EE
Employee + 1	EE + 1
Employee + 2 or More	EE + FAM

Entity Name \_\_\_\_\_ Date \_\_\_\_\_  
 Entity Mailing Address \_\_\_\_\_  
 Entity City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Entity Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_  
 Contact Email \_\_\_\_\_  
 Entity's Current Percent Contribution Towards Dental & Vision \_\_\_\_\_  
 Entity's Current Percent of Employee Participation \_\_\_\_\_





**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2010-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT ESTABLISHING AN EMPLOYER PROVIDED MEDICAL  
COVERAGE PLAN ADMINISTERED BY THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY (SDRMA) AND ESTABLISHING THE NOT-TO-EXCEED MONTHLY PER EMPLOYEE  
CONTRIBUTION OF \$527 FOR CALENDAR YEAR 2011**

WHEREAS, Town of Discovery Bay Community Services District does not currently and has not provided medical benefits to its employees since the inception of the District in 1998, and;

WHEREAS, The District presently employs eleven full time and one part time employee; and

WHEREAS, The District is a SDRMA member;

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

SECTION 1. That the Board authorizes employee participation in the SDRMA Health Benefits Program and authorizes the President to execute all necessary documents to facilitate this action.

SECTION 2. That the Board authorizes a not-to-exceed amount of \$527 per employee per month for Calendar Year 2011 for medical coverage pursuant to the SDRMA Health Benefits Program documents.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF November 2010.

\_\_\_\_\_  
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 November 17, 2010, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:

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

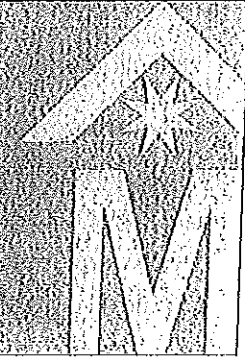


Special District Risk  
Management Authority

2011

Health Benefits Program

Medical Benefits Summary Brochure



### 3 Incredibly Simple Things You Should Know About Our Health Benefits Program

#### We Have A Flexible Health Benefits Program – That Simply Offers More:

1. Full Circle Coverage: A complete program with the flexibility to be customized for the demanding and unique needs of our Members
2. Easy Switch: Enrollment is just a few simple steps
3. Better Rates: Solid savings up to 20% over previous coverage

With over 80,000 individual members, SDRMA in conjunction with CSAC-EIAHealth provides a Health Benefits Program with easy enrollment, designed for flexibility to meet the needs of our Members.

#### Medical Benefits Overview:

- Stable and Competitive Rates
- Comprehensive Blue Shield Health and Major Medical
- 7 available plan options including:
  1. Two HMOs
  2. Three PPOs
  3. EPO (similar to an HMO)
  4. High Deductible - HSA Compatible
- Prescription Drugs
- Convenience and Certainty for Employees
- Active, Dependent, Retiree and Public Official Coverage
- Fixed Rates – Not Based on Age
- Predictable Rates with No Surprises

#### Valued-Added Program Features:

- Ease of Enrollment
- Pooled Renewal Rating to Ensure More Predictable Rates
- Responsive Human Resource Assistance
- COBRA Administration Assistance
- Consolidated Billing Through SDRMA

**Plan Summary - Blue Shield**

Services/Coverages	Gold PPO		Platinum PPO	
	Participating Providers	Non-Participating Providers	Participating Providers	Non-Participating Providers
Calendar Year Deductible(s) (Individual / Family)	\$500 / \$1,000		\$300 / \$600	
Maximum* Co-Insurance (Individual / Family)	\$1,500 / \$3,000		\$1,000 / \$3,000	
*Co-Insurance is the member's responsibility to pay when the plan is paying less than 100% (i.e. plan pays 80%, member pays the other 20%)	Once the member's co-insurance totals the maximum, the plan will pay 100% of the allowable amount for the remainder of the calendar year.		Once the member's co-insurance totals the maximum, the plan will pay 100% of the allowable amount for the remainder of the calendar year.	
Inpatient Hospital				
• Room, Board & Support Services (prior authorization required)	80%	50%	90%	50%
• Ambulatory Surgery Center	80%	50%	90%	50%
Emergency Room				
• Visit Results in Admission as Inpatient	80% (co-pay waived)		90% (co-pay waived)	
• Visit Does Not Result in Admission	80% after \$50 co-pay		90% after \$50 co-pay	
• Physician Services (office visits)	Deductible Waived \$20 co-pay	50%	Deductible Waived \$20 co-pay	50%
• Diagnostic X-Ray	No Charge	Not Covered	No Charge	Not Covered
• Preventative Care	No Charge	Not Covered	No Charge	Not Covered
• X-Ray & Lab	No Charge	Not Covered	No Charge	Not Covered
• Rehabilitation Service (in an office location)	80%	50%	90%	50%
• Acupuncture (26 visits per calendar year/combined with Chiropractic)	80% up to \$50 per visit	80% up to \$25 per visit	90% up to \$50 per visit	90% up to \$25 per visit
• Durable Medical Equipment	80%	50%	90%	50%
• Prosthetics and Orthotics	80%	50%	90%	50%
• Hospice	80%	Not Covered without prior authorization	90%	Not Covered without prior authorization
• Ambulance	80%		90%	
• Home Health Care 100 visits/year (prior authorization required)	80%	Not Covered without prior authorization	90%	Not Covered without prior authorization
• Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	80% up to \$50 per visit	50% up to \$25 per visit	90% up to \$50 per visit	50% up to \$25 per visit
Lifetime Maximum	None		None	
Prescription Drugs	Medco		Medco	
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary		Generic / Brand / Non-Formulary	
Retail - 30 day supply	\$5 / \$15 / \$45		\$5 / \$15 / \$45	
Mail Order - 90 day supply	\$10 / \$25 / \$75		\$10 / \$25 / \$75	
Brand Rx Deductible (Individual / Family)	None		None	

SDRMA Medical Benefits Summary



Silver PPO		ERO	High-Deductible	
Participating Providers	Non-Participating Providers	Participating Providers	Participating Providers	Non-Participating Providers
\$2,000 / \$4,000	\$3,000 / \$6,000	\$300 / \$600	\$1,200 / \$2,400	\$5,000 / \$10,000
Once the member's co-insurance totals the maximum, the plan will pay 100% of the allowable amount for the remainder of the calendar year.		Once the member's co-insurance totals the maximum, the plan will pay 100% of the allowable amount for the remainder of the calendar year.	Once the member's co-insurance totals the maximum, the plan will pay 100% of the allowable amount for the remainder of the calendar year.	
80%	50%	No Charge	90%	50%
80%	50%	No Charge	90%	50%
80% (co-pay waived)		No Charge	90% (co-pay waived)	
80% after \$50 co-pay		\$100 co-pay	90% after \$100 co-pay	
Deductible Waived	50%	\$30 co-pay	90%	50%
\$30 co-pay		No Charge	No Charge	Not Covered
No Charge	Not Covered	No Charge	No Charge	Not Covered
No Charge	Not Covered	No Charge	No Charge	Not Covered
No Charge	Not Covered	No Charge	No Charge	Not Covered
80%	50%	\$30 co-pay	90% up to \$25 per visit	50% up to \$25 per visit
80% up to \$50 per visit	80% up to \$25 per visit	\$10 per visit	90% up \$30 per visit	
80%	50%	80%	90%	50%
80%	50%	80%	90%	50%
80%	Not Covered without prior authorization	No Charge	90%	Not Covered without prior authorization
80%		\$50 co-pay	90%	90%
80%	Not Covered without prior authorization	\$30 / visit (100 visits/year)	90%	Not Covered without prior authorization
80% up to \$50 per visit	50% up to \$25 per visit	\$10 per visit	90% / up \$25 per visit	50% up \$25 per visit
None		None	None	
Medco		Medco	Blue Shield	
Generic / Brand / Non-Formulary		Generic / Brand / Non-Formulary	Generic / Brand	Generic / Brand
\$10 / \$20 / \$45		\$10 / \$20 / \$45	\$7 / \$25	\$7 / \$25
\$20 / \$40 / \$90		\$20 / \$40 / \$90	\$14 / \$60	Not Covered
\$200 / \$500		None	Subject to Deductible	



**Plan Summary - Blue Shield**

(continued)

Services/Coverages	Access+ HMO 15	Access+ HMO 20
	Participating Providers	Participating Providers
Calendar Year Deductible(s) (Individual / Family)	None	None
Maximum* Co-Insurance (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000
*Co-Insurance is the member's responsibility to pay when the plan is paying less than 100% (i.e. plan pays 80%, member pays the other 20%)		
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge	\$250 / Admit
Non Emergency Outpatient Services:		
Ambulatory Surgery Center	No Charge	\$100 / Surgery
Hospital Facility		\$150 / Surgery
Outpatient Treatment		No Charge
Emergency Room		
Visit Results in Admission as Inpatient	No Charge	No Charge
Visit Does Not Result in Admission	\$50 co-pay	\$100 co-pay
Preventative Care	No Charge	No Charge
X-Ray & Lab	No Charge	No Charge
Office Visits	\$15 co-pay	\$20 co-pay
Note: A woman may self-refer to an OB/GYN or family practice physician in her personal physician's medical group or IPA for OB/GYN services.		
Rehabilitation Service (In a office location)	\$15 / Visit	\$20 / Visit
Durable Medical Equipment	80%	80%
Prosthetics and Orthotics	No Charge	No Charge
Hospice	No Charge	Routine Home Care and Inpatient Respite Care - No Charge 24 Hour Continuous Home Care and General Inpatient Care - \$150 / day
Ambulance	\$50 co-pay	\$100 Copay
Home Health Care (prior authorization required)	\$15 / Visit (100 per year)	\$20 / Visit (100 per year)
Chiropractic Services (combined with Acupuncture)	\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Acupuncture (combined with Chiropractic)	\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Lifetime Maximum	None	None
<b>Prescription Drugs</b>	<b>Blue Shield</b>	<b>Blue Shield</b>
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary	Generic / Brand / Non-Formulary
Retail - 30 day supply	\$5 / \$10 / \$25	\$10 / \$25 / Closed Formulary
Mail Order - 90 day supply	\$10 / \$20 / \$50	\$20 / \$50 / Closed Formulary
Brand Rx Deductible (Individual / Family)	None	None

SDRMA Medical Benefits Summary



2011 Rates - Guaranteed until January 1, 2012

**AREA I - Northern CA Bay Area**  
Alameda, Alameda County, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Butte, Yuba, Yuba

PLAN	SDRMA Member Rates			Non-Member Rates		
	Employee	Employee + 1	Employee + 2 or More	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$526.97	\$1,053.96	\$1,370.15	\$532.14	\$1,064.29	\$1,383.58
Platinum PPO	\$571.77	\$1,143.55	\$1,486.61	\$577.37	\$1,154.76	\$1,501.18
Silver PPO	\$395.24	\$790.47	\$1,027.60	\$399.11	\$798.22	\$1,037.68
EPO	\$613.60	\$1,227.20	\$1,595.37	\$619.62	\$1,239.23	\$1,611.01
High Deductible-HSA*	\$424.35	\$848.68	\$1,103.29	\$428.51	\$857.00	\$1,114.11
Access+ HMO 15	\$644.39	\$1,288.79	\$1,676.13	\$650.71	\$1,301.42	\$1,692.56
Access+ HMO 20	\$599.29	\$1,198.57	\$1,558.80	\$605.17	\$1,210.32	\$1,574.08

**AREA II - Northern CA Other Counties**  
Alpine, Butte, Calaveras, Colusa, De Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity, Tuolumne

PLAN	SDRMA Member Rates			Non-Member Rates		
	Employee	Employee + 1	Employee + 2 or More	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$525.18	\$1,050.35	\$1,365.45	\$530.33	\$1,060.64	\$1,378.84
Platinum PPO	\$569.83	\$1,139.62	\$1,481.52	\$575.42	\$1,150.79	\$1,496.04
Silver PPO	\$393.88	\$787.76	\$1,024.09	\$397.74	\$795.48	\$1,034.13
EPO	\$640.99	\$1,282.00	\$1,666.58	\$647.27	\$1,294.57	\$1,682.92
High Deductible-HSA*	\$441.14	\$882.30	\$1,146.98	\$445.46	\$890.95	\$1,158.23
Access+ HMO 15	\$653.06	\$1,306.12	\$1,697.95	\$659.46	\$1,318.92	\$1,714.59
Access+ HMO 20	\$607.34	\$1,214.69	\$1,579.10	\$613.30	\$1,226.60	\$1,594.58

**AREA III - Southern CA: Los Angeles Area**  
Los Angeles, San Bernardino, Ventura

PLAN	SDRMA Member Rates			Non-Member Rates		
	Employee	Employee + 1	Employee + 2 or More	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$470.15	\$940.32	\$1,222.41	\$474.76	\$949.54	\$1,234.40
Platinum PPO	\$510.13	\$1,020.24	\$1,326.31	\$515.13	\$1,030.25	\$1,339.31
Silver PPO	\$352.62	\$705.24	\$916.80	\$356.08	\$712.15	\$925.79
EPO	\$547.45	\$1,094.89	\$1,423.35	\$552.82	\$1,105.63	\$1,447.31
High Deductible-HSA*	\$394.93	\$789.88	\$1,026.82	\$398.80	\$797.62	\$1,036.89
Access+ HMO 15	\$472.90	\$946.94	\$1,230.67	\$477.54	\$955.22	\$1,242.74
Access+ HMO 20	\$439.80	\$880.65	\$1,144.53	\$444.11	\$889.28	\$1,155.75



SDRMA Medical Benefits Summary



2011 - Rates Guaranteed until January 1, 2012

Medicare Supplemental Coverages

	Gold PPO		Platinum PPO		Silver PPO		EPO		High Deductible *	
	Member	Non-member	Member	Non-member	Member	Non-member	Member	Non-member	Member	Non-member
Retiree w/Medicare	\$384.48	\$388.25	\$417.16	\$421.25	\$288.36	\$291.19	\$447.68	\$452.07	\$322.97	\$326.14
Retiree + Dependent 1 w/Medicare	\$896.10	\$904.89	\$972.27	\$981.81	\$672.09	\$678.68	\$1,048.41	\$1,053.64	\$752.75	\$760.13
Retiree + Dependent both Medicare	\$768.96	\$776.50	\$834.32	\$842.50	\$576.73	\$582.38	\$895.36	\$904.13	\$645.95	\$652.28
Retiree + 2 or More, 1/Medicare	\$1,407.74	\$1,421.54	\$1,527.40	\$1,542.37	\$1,055.81	\$1,066.16	\$1,639.13	\$1,655.20	\$1,182.51	\$1,194.10
Retiree + 2 or More, 2/Medicare	\$1,203.08	\$1,214.87	\$1,305.35	\$1,318.14	\$902.31	\$911.16	\$1,400.86	\$1,414.59	\$1,010.62	\$1,020.52
Retiree + 2 or More, all Medicare	\$999.64	\$1,009.45	\$1,084.61	\$1,095.25	\$749.75	\$757.10	\$1,163.96	\$1,175.87	\$839.73	\$847.96

Medicare Supplemental Plans are designed specifically for members enrolled in the SDRMA health benefits program who are also enrolled in Parts A (hospital insurance) and B (medical insurance) of Medicare. This plan is designed to help defray some of the costs for those members enrolled in Medicare, such as Medicare deductibles, co-pays and other additional costs. The rates shown in the table provide a number of cost options depending on the coverage needs of an employee and their dependent(s). Each option includes additional rates for those members who need rates appropriate for a variety of combinations where one or two members of a household have Medicare and others do not. To enroll in Medicare you must be at least age 65 or older. \* The High Deductible plan does not have access to the HSA. These rates are the same for out of state +65 members as well.

Special District Risk Management Authority

1112 J Street, Suite 300  
 Sacramento, California 95814  
 Toll-free 800.537.7790  
[www.sdrma.org](http://www.sdrma.org)

An alliance committed to serving California's independent special districts  
[www.cadsaalliance.com](http://www.cadsaalliance.com)





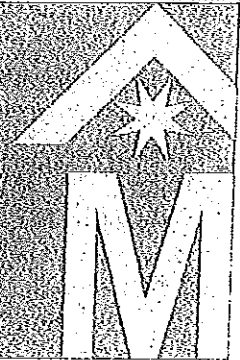
Special District Risk  
Management Authority

9-21-10

2011

Health Benefits Program

Ancillary Coverage Summary Brochure



### 3 Incredibly Simple Things You Should Know About Our Health Benefits Program

#### **We Have A Flexible Health Benefits Program – That Simply Offers More:**

1. Full Circle Coverage: A complete program with the flexibility to be customized for the demanding and unique needs of our Members
2. Easy Switch: Enrollment is just a few simple steps
3. Better Rates: Solid savings up to 20% over previous coverage

SDRMA in conjunction with CSAC-EIA Health provides a Health Benefits Program with easy enrollment, designed for flexibility to meet the needs of our Members.

#### **Ancillary Coverage Overview:**

We offer you a variety of options:

- Base Coverage: Delta Dental and/or VSP Vision
- Add-ons: ING Life, ING Long-term Disability, and MHN Employee Assistance Program (EAP)

#### **Valued-Added Program Features:**

- Ease of Enrollment
- Pooled Renewal Rating to Ensure More Predictable Rates
- Responsive Human Resource Assistance
- COBRA Administration Assistance
- Consolidated Billing Through SDRMA



SDRMA Ancillary Coverage Options Summary

Delta Dental PPO Options

Guaranteed until January 1, 2012

Dental Benefits	Low Plan	
	PPO	Non-PPO
Calendar Year Maximum	\$1,000	\$750
	(Per patient per calendar year)	
Calendar Year Deductible Individual / Family	\$50 / \$150 (Waived for Preventive)	
Age Limitations	Children to Age 19 Full-time Students to Age 25	
Diagnostic and Preventive Oral Exam	100%	100%
Routine Cleaning		
X-Rays		
Fluoride Treatment		
Space Maintainers		
Specialist Consultations		
Basic Services	80%	80%
Fillings		
Endodontics (Root Canal)		
Periodontics (Gum Treatment)		
Tissue Removal (Biopsy)		
Extractions & Other Oral Surgery		
Sealants		
Major Services	50%	50%
Crown Repair		
Inlays, Onlays		
Cast Restorations		
Bridges		
Partial and Full Dentures		
Orthodontics		
Eligible for Benefit	Not Covered	
Lifetime Maximum		

(Employer Contributes 51-100% of dependent cost):

Rates	SDRMA Member	Non-Member
Employee Only	\$36.24	\$37.10
Employee + 1 Dependent	\$62.39	\$63.88
Employee + 2 or More Dependents	\$99.79	\$102.17

(Employer Contributes 0-50% of dependent cost):

Rates	SDRMA Member	Non-Member
Employee Only	\$36.24	\$37.10
Employee + 1 Dependent	\$66.31	\$67.89
Employee + 2 or More Dependents	\$109.35	\$111.95

\*Entities must contribute a minimum of 100% of the cost for active employees only and must have at least 75% of eligible employees enrolled to participate. Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.



Medium Plan	
PPO	Non-PPO

\$1,500	\$1,250
---------	---------

(Per patient per calendar year)

\$50 / \$150  
(Waived for Preventive)

Children to Age 19  
Full-time Students to Age 25

100%	100%
------	------

80%	80%
-----	-----

60%	60%
-----	-----

50%	50%
-----	-----

Child & Adult  
\$500

SDRMA Member	Non-Member
--------------	------------

\$49.83	\$51.02
\$84.57	\$86.58
\$131.57	\$134.70

SDRMA Member	Non-Member
--------------	------------

\$49.83	\$51.02
\$89.78	\$91.91
\$143.83	\$147.25

High Plan	
PPO	Non-PPO

\$2,000	\$1,500
---------	---------

(Per patient per calendar year)

\$50 / \$150  
(Waived for Preventive)

Children to Age 19  
Full-time Students to Age 25

100%	100%
------	------

80%	80%
-----	-----

80%	80%
-----	-----

50%	50%
-----	-----

Child & Adult  
\$1,000

SDRMA Member	Non-Member
--------------	------------

\$64.10	\$65.63
\$107.79	\$110.36
\$162.87	\$166.74

SDRMA Member	Non-Member
--------------	------------

\$64.10	\$65.63
\$114.37	\$117.09
\$177.70	\$181.93

SDRMA Ancillary Coverage Options Summary

VSP Vision Options

Guaranteed until January 1, 2012

Vision Benefits	Option 1- Plan A		Option 2- Plan B	
	In-Network	Non-Network	In-Network	Non-Network
Exam	Copay \$25	Plan pays up to: \$45	Copay \$25	Plan pays up to: \$45
Lenses				
Single	\$25	\$45	\$25	\$45
Bifocal	\$25	\$65	\$25	\$65
Trifocal	\$25	\$85	\$25	\$85
Frames	\$120 Allowance	\$47	\$120 Allowance	\$47
Contact Lenses - Elective	\$105 Allowance	\$105	\$105 Allowance	\$105
Contact Lenses - Medically Necessary	No Copay	\$105	No Copay	\$105
Frequency of Services				
Eye Examination	12 months		12 months	
Lenses	24 months		12 months	
Frames	24 months		24 months	
Contact Lenses <sup>1</sup>	24 months		12 months	
Rates	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Employee Only	\$6.53	\$6.69	\$7.55	\$7.73
Employee + 1 Dependent	\$12.55	\$12.85	\$14.57	\$14.92
Employee + 2 or More Dependents	\$19.92	\$20.39	\$23.14	\$23.69

\*Entities must contribute a minimum of 100% of the cost for active employees only and must have at least 75% of eligible employees enrolled to participate.

<sup>1</sup>Contact lenses are in lieu of spectacle lenses and frames

Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.

Option 3- Plan B	
In-Network	Non-Network

Copay	Plan pays up to:
\$15	\$45
\$15	\$45
\$15	\$65
\$15	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
24 months
12 months

SDRMA Member	Non-Member
\$7.88	\$8.06
\$15.23	\$15.59
\$24.19	\$24.77

Option 4- Plan C	
In-Network	Non-Network

Copay	Plan pays up to:
\$25	\$45
\$25	\$45
\$25	\$65
\$25	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
12 months
12 months

SDRMA Member	Non-Member
\$10.79	\$11.05
\$21.05	\$21.55
\$33.58	\$34.38

Option 5- Plan C	
In-Network	Non-Network

Copay	Plan pays up to:
\$0	\$45
\$0	\$45
\$0	\$65
\$0	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
12 months
12 months

SDRMA Member	Non-Member
\$17.09	\$17.50
\$33.67	\$34.48
\$53.92	\$55.20

SDRMA Ancillary Coverage Options Summary

ING Basic Life and AD&D (Accidental Death & Dismemberment)

Guaranteed until July 1, 2012

	For Groups with 10+ Lives Basic Life and AD&D Benefits		For Groups with less than 10 Lives Basic Life and AD&D Benefits	
Eligibility:	All Eligible Employees working at least 24 hrs/ wk		All Eligible Employees working at least 24 hrs/ wk	
Life Benefits:	Groups must elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary		Groups must elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary	
AD&D Benefits:	Same as Life		Same as Life	
Guaranteed Issue Amount	\$100,000		\$100,000	
Benefit Reduction Formula	Age	% of Original Benefit	Age	% of Original Benefit
	65	65%	65	65%
	70	50%	70	50%
Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy		50% of Life Benefits if less than 6 Month Life Expectancy	
Waiver of Premium	Included		Included	
Seat Belt Benefit (AD&D)	Included		Included	
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Rate per \$1,000	\$0.30	\$0.31	Basic Life Rate per \$1,000: Under Age 30	\$0.22 \$0.23
Sample for 10+ lives and SDRMA Member \$100,000 of life Insurance: \$30.00 (\$100,000 ÷ \$1,000 x \$0.30)			Basic Life Rate per \$1,000: Age 30-39	\$0.29 \$0.30
			Basic Life Rate per \$1,000: Age 40-49	\$0.41 \$0.42
			Basic Life Rate per \$1,000: Over Age 49	\$0.56 \$0.57

\*Entities must contribute a minimum of 100% of the cost for active employees only.

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## ING Supplemental Life

Guaranteed until July 1, 2012

### Supplemental Life Benefits

Eligibility	All Eligible Employees working at least 24 hrs/ wk			
Employee Benefit				
Minimum	\$20,000			
Maximum	\$250,000			
Increments of:	\$10,000			
Guaranteed Issue Amount	Under Age 60: \$100,000 Age 60 and Over: \$50,000			
Spouse Benefit	Not to Exceed 50% of Employee's Supplemental Life Benefit			
Minimum	\$20,000			
Maximum	\$125,000			
Increments of:	\$5,000			
Guaranteed Issue Amount	\$25,000			
Dependent Child(ren) Benefit				
Minimum	\$5,000			
Maximum	\$10,000			
Increments of:	\$5,000			
Guaranteed Issue Amount	\$10,000			
Benefit Duration	Age			% of Original Benefit
	65			65%
	70			50%
Waiver of Premium	Included			
Portability	Included			
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Rates per \$1,000	Employee Rate (AD&D)		Spouse Rate (1) (2) (No AD&D)	
Under Age 25	\$0.12	\$0.12	\$0.07	\$0.08
Age 25-29	\$0.12	\$0.12	\$0.07	\$0.08
Age 30-34	\$0.15	\$0.15	\$0.11	\$0.11
Age 35-39	\$0.17	\$0.18	\$0.13	\$0.13
Age 40-44	\$0.22	\$0.23	\$0.18	\$0.18
Age 45-49	\$0.31	\$0.32	\$0.26	\$0.27
Age 50-54	\$0.50	\$0.51	\$0.45	\$0.46
Age 55-59	\$0.80	\$0.82	\$0.76	\$0.77
Age 60-64	\$1.20	\$1.23	\$1.16	\$1.18
Age 65-69	\$2.25	\$2.30	\$2.21	\$2.26
Over Age 70	\$3.62	\$3.70	\$3.57	\$3.66
Dependent Child Rate per \$1,000	\$0.21	\$0.22	\$0.21	\$0.22

(1) The age of the employee is used when calculating the premium for Supplemental Life for the spouse.

(2) The spouse or dependents can only enroll in Supplemental Life if the employee is enrolled in Supplemental Life.

\* Supplemental Life is only available if the Entity is enrolled in ING Basic Life and AD&D.

SDRMA Ancillary Coverage Options Summary

ING Long Term Disability

Guaranteed until July 1, 2012

For Groups with 10+ lives				
Long Term Disability Benefits	Option 1		Option 2	
Eligibility:	All Eligible Employees working at least 24 hrs/ wk		All Eligible Employees working at least 24 hrs/ wk	
Elimination Period	90 Days (1)		180 Days (2)	
Monthly Benefit Percentage	60%		60%	
Maximum Monthly Benefit	\$5,000		\$5,000	
Own Occupation Definition	24 Months		24 Months	
Disability Earnings Test	80%		80%	
Definition of Disability	Earnings & Occupation		Earnings & Occupation	
Recurrent Disabilities	6 Months		6 Months	
Mental Health/Substance Abuse Limitations	24 Months		24 Months	
Maximum Benefit Duration	To Age 65 or SSNRA		To Age 65 or SSNRA	
Pre-Existing Condition	3/12		3/12	
Annual Salary	Option 1		Option 2	
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Rate per \$100	\$0.51	\$0.52	\$0.38	\$0.39

Sample for Annual Salary of \$50,000, 10+ lives, option 1 and SDRMA Member:  
 $\$21.25 (\$50,000 \div \$100 \div 12 \times \$0.51)$

- (1) Benefit begins after 90 days
- (2) Benefit begins after 180 days

Definitions:

Elimination period - Benefits begin the day after the elimination period ends.

Own occupation - Employee's disability will be evaluated on their ability to perform their own occupations to a certain degree.

Recurrent disabilities - Refers to the instance where an employee recovers temporarily from a disability and returns to work, but then the disability resurfaces. If the disability resurfaces within a set time frame, the elimination period does not have to be satisfied again.

Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.



For Groups With Less than 100 Lives

Long Term Disability/Benefits	Option 1		Option 2	
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Eligibility:	All Eligible Employees working at least 24 hrs/ wk		All Eligible Employees working at least 24 hrs/ wk	
Elimination Period	90 Days (1)		180 Days (2)	
Monthly Benefit Percentage	60%		60%	
Maximum Monthly Benefit	\$5,000		\$5,000	
Own Occupation Definition	24 Months		24 Months	
Disability Earnings Test	80%		80%	
Definition of Disability	Earnings & Occupation		Earnings & Occupation	
Recurrent Disabilities	6 Months		6 Months	
Mental Health/Substance Abuse Limitations	24 Months		24 Months	
Maximum Benefit Duration	To Age 65 or SSNRA		To Age 65 or SSNRA	
Pre-Existing Condition	3/12		3/12	
Annual Salary	Option 1		Option 2	
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Rate per \$100: Under age 25	\$0.14	\$0.14	\$0.11	\$0.11
Rate per \$100: Age 25-29	\$0.18	\$0.19	\$0.14	\$0.14
Rate per \$100: Age 30-34	\$0.23	\$0.24	\$0.18	\$0.18
Rate per \$100: Age 35-39	\$0.30	\$0.31	\$0.22	\$0.23
Rate per \$100: Age 40-44	\$0.39	\$0.40	\$0.29	\$0.30
Rate per \$100: Age 45-49	\$0.51	\$0.52	\$0.38	\$0.39
Rate per \$100: Age 50-54	\$0.66	\$0.68	\$0.50	\$0.51
Rate per \$100: Age 55-59	\$0.87	\$0.89	\$0.65	\$0.67
Rate per \$100: Over age 60	\$1.13	\$1.16	\$0.85	\$0.87

(1) Benefit begins after 90 days  
 (2) Benefit begins after 180 days





## Medical and Ancillary Benefit Selection Employee Worksheet

The Town of Discovery Bay CSD (Town) offers certain Regular Full and Part Time Employees Medical and Ancillary Benefits (Benefits). These Benefits are offered through the Special Districts Risk Management Authority (SDRMA) through agreement between the Town of Discovery Bay Community Services District and SDRMA. Eligible employees may participate in this program if they wish to do so, with the exception that each eligible employee must elect basic medical coverage. Employees who possess proof of other medical insurance may choose to "Opt Out" of this plan.

### 2011 Monthly Premium Schedule (Effective January 1, 2011 through December 31, 2011)

Carrier	Employee	Employee +1	Employee + 2 or More
Blue Shield PPO	\$526.97	\$1,053.96	\$1,370.15
Delta Dental	\$49.83	\$84.57	\$131.57
Vision Service Plan VSP	\$10.79	\$21.05	\$33.58
Long Term Disability	\$.38/\$100 Salary	N/A	N/A
Supplemental Life	\$.12 - \$3.62/\$1000	Spouse Only*	Dependent Child Only*

### Monthly Town Contributions to Employee Health Benefits for 2011

#### Full Time Equivalency

1.00	\$527.00
.750 to .999	\$395.25

A 457(b) Deferred Compensation Program is available for all Eligible employees. This program is offered through ING. There is no Employer Contribution. Please refer to the ING 457(b) information worksheet to determine if this is a plan that will assist you in meeting your retirement goals. Please refer to your accountant or tax professional for financial direction that is applicable to your individual financial needs.

Medical Cost	\$
Dental Cost	\$
Vision Cost	\$
Long Term Disability	\$
Supplemental Life	\$
Total Cost	\$
Less Employer Contribution	<\$527.00>
Balance Owed/Due	\$
ING DC 457(b) Contribution	\$
Excess EE Contribution	\$

Employee Name:

\* Please refer to the applicable SDRMA Worksheets

November 1, 2010



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

November 17, 2010

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

### Agenda Title

Establishment of a Town of Discovery Bay CSD General Fund

### Recommended Action

That the Board authorize the creation of a General Fund and Adopt Resolution 2010-19 establishing a Town of Discovery Bay CSD (TODBCSD) General Fund.

### Executive Summary

In public sector accounting, the primary fund of a government or governmental agency is the General Fund. The general fund is a non-restricted fund that can be utilized for any legal expenditure of the agency. In general fund accounting, assets and liabilities that are not assigned to a special purpose fund is assigned to the general fund. Where restricted funds cannot be utilized for general fund expenditures, general funds can be used for restricted fund expenditures. For example, in Discovery Bay restricted water and wastewater funds cannot be utilized for typical general fund expenditures, however, general funds can be used for expenditures on water and wastewater, or for that matter, any type of restricted fund.

The creation of a General Fund became necessary when the Board of Directors of the TODBCSD approved the lease agreement with T-Mobile West Corporation. Revenues generated from that lease need a place to be "parked", and the establishment of a General Fund is an appropriate accounting method for these lease revenues.

Staff recommends the establishment of a General Fund at this time.

### Fiscal Impact:

Amount Requested \$N/A

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

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

### Previous Relevant Board Actions for This Item

Authorization of lease with T-Mobile Corp – November 3, 2010

### Attachments

Resolution 2010-19 authorizing the establishment of a General Fund.

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2010-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT ESTABLISHING A TOWN OF DISCOVERY BAY CSD (TODBCSD) GENERAL FUND GENERAL LEDGER ACCOUNT**

WHEREAS, Town of Discovery Bay Community Services District provides water, wastewater, and recreational, and landscape services to the residents of the Town of Discovery Bay; and

WHEREAS, the revenue generated for water, wastewater, recreational and landscape services are restricted funds and can only be expended in their restricted enterprise; and

WHEREAS, The TODBCSD has entered into a long term lease agreement with T-Mobile West Corporation that will provide unrestricted revenues to the District.

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

SECTION 1. That the Board of Directors of the TODBCSD authorizes the establishment of a General Fund for purposes of revenue receipt of non-restricted revenues and expenditures.

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

PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF NOVEMBER 2010.

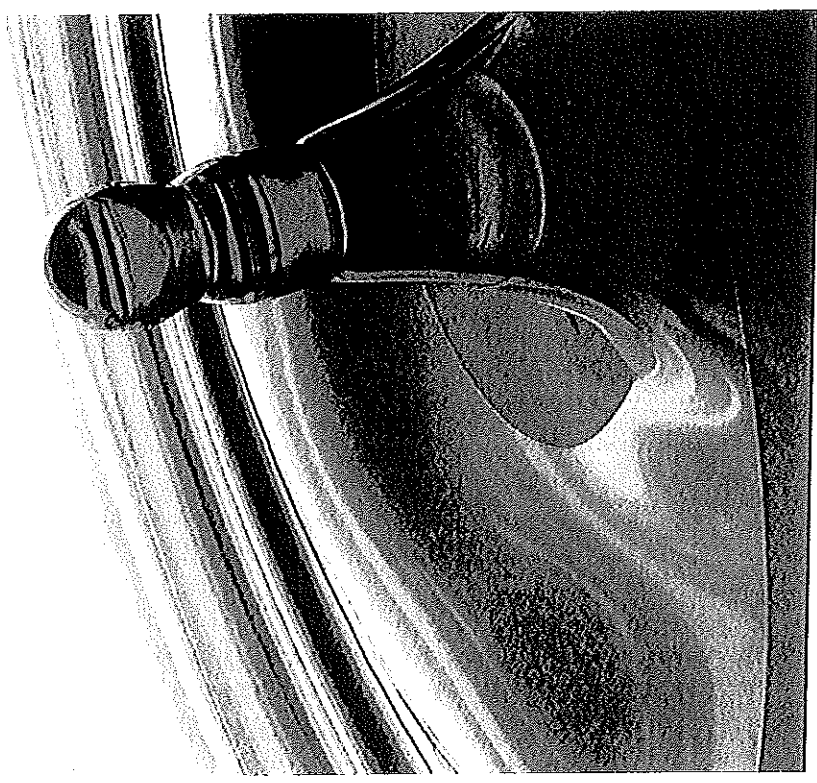
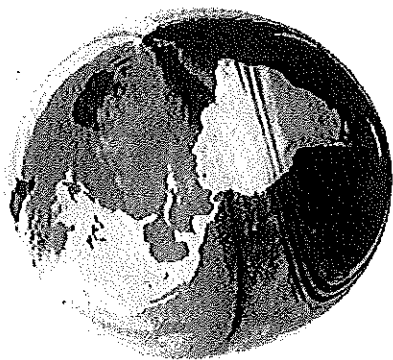
\_\_\_\_\_  
J. Kevin Graves  
Board President

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 November 17, 2010 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:

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

DISCOVERY BAY  
RECEIVED  
11-2-10



Discovery Bay - Veolia Water North America

# Third Quarter 2010 Operations and Maintenance Report





**Town of Discovery Bay 2010 3<sup>rd</sup> Quarter Report**  
**For**  
**Water and Wastewater Treatment Operations**

November 1, 2010

Virgil Koehne Water Wastewater Manager  
Town of Discovery Bay CSD  
1800 Willow Lake Road

Dear Mr. Koehne:

The Town of Discovery Bay Board has requested that Veolia Water provide information to the Board and Staff each quarter relating to Veolia's progress implementing operation and maintenance programs and activities at the Water and Wastewater Treatment Facilities. The following summary information is divided into areas of maintenance and operation, asset management and environmental compliance. Data provided in tabular form will have a short discussion preceding.



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**Overview:**

The Trojan 3000 upgrade project was expected to be completed in October. Each time the Trojan Representative visits the facility; additional issues with the equipment are discovered. Rebuilding modules takes considerable time. Over ½ of the modules in Bank "C" were rebuilt during this last visit. Additional parts have been ordered and the Field Technician is schedule to come back again. The system was placed in auto operation on October 22<sup>nd</sup>. Dose data is available and the system is turning on and off banks depending on flow and transmittance (UVT). The dose information will be pulled from SCADA and HMI to report to the RWQCB. The RWQCB PET tool does not have a place for UV values to load data. The RWQCB has requested we continue to submit the UV information as an attachment.

The eSMR development by Veolia has been a considerable effort. The programmers needed to develop the forms using structured query language, (SQL) language. SQL is a standard language for accessing databases. Veolia continues to inform the RWQCB of the progress of the electronic Self Monitoring Report (eSMR). Meetings are scheduled in October for a status review.

Installation for the new Trojan 3000 Plus has been completed. The TODB and Herwit Engineering is working with Veolia to develop a time line to have the final integration of the system with SCADA.

The effluent bypass piping has been installed. The Town of Discovery Bay is waiting for special order three way valves to be delivered. These valves will divert flow to the lagoons when turbidity is out of specificity.

There were no effluent permit limit violations during the Third Quarter, 2010.

The following tables indicate the wastewater treated and the water produced this quarter.

Month	Wastewater Totals (million gallons)
September	51.2
August	54.9
July	53.8

**Total Water Produced: Million Gallons MG**

Month	Willow Lake WTP	Newport WTP	Totals (million gallons)
September	55.04	76.94	131.98
August	99.79	90.37	190.16
July	63.28	107.79	171.07



The produced water totals for July and August for the Willow Lake facility are based on source water well average gallon per minute (gpm) flow rates and the hours of service these pumps were running. The TODB may have generated different values but were not available at the time of this writing. Veolia reported values may differ from District values. It was determined that the effluent flow meter went out in July at the time Well 6 was tested electrically.

The following table indicates the Influent BOD, TSS and conductivity as well as the effluent BOD Percent removal for BOD and TSS.

### 2010 Q 3 Report

	Total Sum	averages	averages	Maximum
Month	Influent Flow 1	Influent BOD 11	Influent TSS 41	Influent Electrical Conductivity 144
Jul 2010	53.8	153	155	2,400
Aug 2010	54.9	122	153	2,500
Sep 2010	51.2	135	162	2,500
Minimum	51.21	122	153	2,400
Maximum	54.91	153	162	2,500
Total	159.89	409	469	7,400
Average	53.30	136	156	2,467

Total Sum	Maximum	Minimum	Minimum
Effluent Flow 4001	Effluent BOD 4011	% removal BOD 4013	TSS % Removal 4046
50.9	1	99	89.3
49.5	1	99	87.3
48.7	3	97	89.4
48.660	1	97	87.3
50.920	3	99	89.4
149.120	5	296	266.0
49.707	2	99	88.7

	minimum Conductivity	maximum Tot. Coliform
Month	Effluent Conductivity 4093	Effluent Total Coliform Compliance 4211
Jul 2010	2,100.0	23
Aug 2010	2,200.0	200
Sep 2010	2,200.0	30
Minimum	2,100.0	23
Maximum	2,200.0	200
Total	6,500.0	253
Average	2,166.7	84

Maximum	averages
Daily NTU UV Average	Daily NTU UV MAX
2434	2435
8.5	57
12.8	53
11.1	26
8.5	25.7
12.8	57.4
32.4	135.6
10.8	45.2

MGD	MGD	MGD
WW1 WAS Q 1015	WW2 WAS Q 2015	Belt Press Feed Flow 2802
0.2601	0.6521	0.1229
0.4793	0.7029	0.5339
0.2000	0.5114	0.2271
0.2000	0.5114	0.1229
0.4793	0.7029	0.5339
0.9394	1.8664	0.8839
0.3131	0.6221	0.2946





**Safety:**



Veolia has had no reportable or lost time incidents during the third quarter. Veolia provides regular safety training and internal safety alerts and risers throughout the month to focus on specific industry issues.

**Maintenance:**

The following table is the 2010 third quarter summary of work tasks broken down by maintenance type. Job Plus is the computer maintenance management system used to generate Preventive Maintenance or Corrective Maintenance Work Orders each month. It also can provide a record of activities and maintenance product inventory.

- Corrective Maintenance Planned - CMP
- Corrective Maintenance Unplanned - CMU
- Corrective - Corr
- Fact Finding - FF
- Preventive Maintenance - PM
- Regulatory - REG

The Work Order Summary provides the total work orders closed for the Quarter. The hours taken to complete the task are entered and tracked to calculate associated maintenance costs.

Work Order Summary by type  
07/01/2010 To 09/30/2010

Task Description	# Of Work Orders	Labor Cost	Inventory Cost	Misc. Cost	Total Cost
*CMP	4	\$3,170.00	\$0.00	\$0.00	\$3,170.00
Corr	2	\$0.00	\$0.00	\$0.00	\$0.00
FF -	42	\$208.50	\$0.00	\$0.00	\$208.50
PM -	396	\$6,606.13	\$13,560.00	\$0.00	\$20,166.13
REG	60	\$1,816.42	\$0.00	\$0.00	\$1,816.42

Summary				
Total# of WO's	504	Total Labor Cost	\$11,801.05	
Total Hours	397.60	Total Inventory Cost	\$13,560.00	
		Total Misc Cost	\$0.00	
		Total Cost	\$25,361.05	



The following report indicates where the time is most spent during the quarter.

**TOP 10 Work History Summary Report**  
07/01/10 To 09/30/10

<u>Equipment</u>	<u>Hours</u>
L/S-All - Lift Stations All for weekly/monthly checks	78
NPDES - REGULATORY REQUIREMENTS	61.18
Trojan_UVT-System-ALL - UV Trojan All	40
04-RTR-04 - Aeration Rotor	38.5
Trojan_UVT-Bank-C - Trojan System Bank C All	13
FIRE EXT. - Fire Extinguishers	9
Trojan_UVT-Bank-B - Trojan System Bank B All	8
Trojan_UVT-Bank-A - Trojan System Bank A All	8
Drinking Water - City Drinking Water Supply	6
UV-MONORAIL-1 - 2-Ton Monorail	4.5
<b>Grand Total</b>	<b>266.18</b>

The following statistics break down the Maintenance Activity for the third quarter.

**Work Order Statistics**  
07/01/2010 To 09/30/2010

Number of WO's that were due	640
Number of Preventative WO's that were due	818
Number of Corrective WO's that were due	22
Number of Skipped WO's that were due	0
Number of WO's still open	358
Number of WO's that were closed	504
Average lag time (in days) of WO's that were closed	29.47



The performance indicator form may be used to track backlog of work orders. Work Orders can be left open due to waiting on parts to be delivered, priority of work, available staff, need of technical expertise or specialized equipment. For the period of January 1, through September 30, 2010 Veolia has completed 1766 WO's for a total of 1758 hours. Labor costs associated with these WO's are \$55,219.20.



**KEY PERFORMANCE INDICATORS "KPI"**  
**Veolia Water - Discovery Bay**

Today's Date  
October 6, 2010

CLOSED WORK ORDERS

No Regulatory		Totals	Preventative	Corrective	P/C Ratio
KPI # 1: % (P) Work Order Count Out of Total Closed Last 30 Days	Count	208.0	205.0	3.0	98.6%
09/01/2010 thru 10/01/2010	Skipped	0			
No Regulatory		Totals	Preventative	Corrective	Hr.s P/C Ratio
KPI # 2: % (P) Work Order Hours Out of Total Closed Last 30 Days	Hours	132.3	131.8	0.5	99.8%
09/01/2010 thru 10/01/2010					

OPEN WORK ORDERS (BackLog)

No Regulatory		Totals	Preventative	Corrective	Skipped
KPI # 3: Backlog Aging 7 days or less	Count	24	23	1	0
09/30/2010 thru 10/06/2010	Est Hours	41.5	41.5	0.0	
KPI # 4: Backlog Aging 8 to 30 days	Count	186	185	1	0
09/06/2010 thru 9/29/2010	Est Hours	130.5	130.5	0.0	
KPI # 5: Backlog Aging 31 to 60 days	Count	.82	80	2	See Notes
08/07/2010 thru 9/5/2010	Est Hours	82.3	82.3	0.0	
KPI # 6: Backlog Aging greater than 60 days	Count	340.0	305	35	See Notes
10/05/2009 thru 09/06/2010	Est Hours	249.2	245.7	3.5	
KPI # 7: Backlog Aging Totals	Count	637	596	40	See Notes
10/05/2009 thru 10/06/2010	Est Hours	511.5	501.0	9.5	

**Water:**

The chlorine residual monitoring was completed at all monitoring locations and submitted to the California Department of Public Health, CDPH. Total Trihalomethane TTHM and Haloacetic Acid HAA5 were collected at two locations, the furthest out in the distribution system from the water treatment facilities.

The Iron and Manganese monitoring was missed for the third quarter. Veolia had previously requested that the laboratory include Iron and Manganese quarterly monitoring sampling bottles be automatically delivered to the facility the first



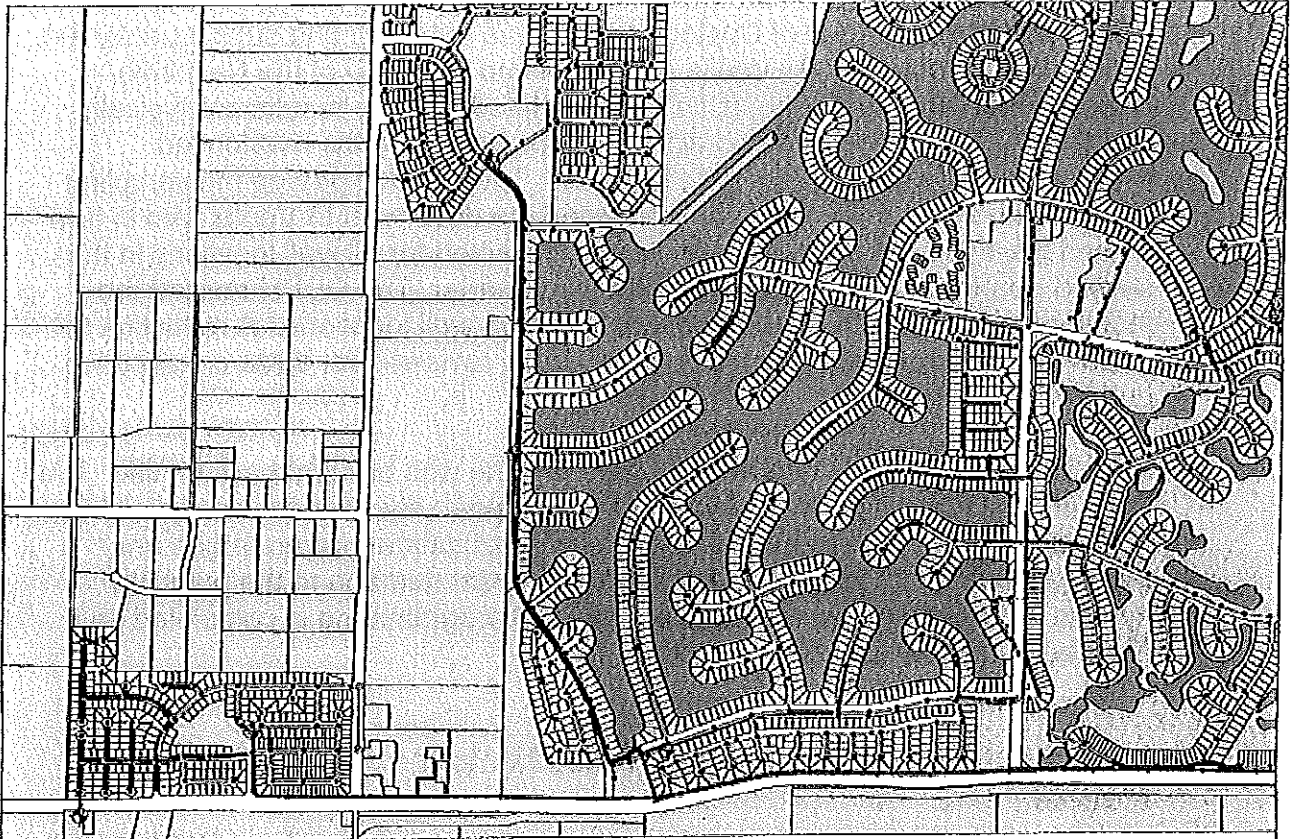
month of each quarter. The request was made in May 2010 and included modification to the Chain of Custody's. This was not done and subsequently the monitoring not conducted. Veolia notified Marco Pacheco of the California Department of Public Health; (CDPH) who stated that our results are typically non detectable and believed no action would come from the overlooked monitoring but would make a note in the file. The CDPH updated the sampling matrix for the next three years and provided the document to Veolia who in turn shared it with the laboratory. Cyanide was collected for all well locations in the second quarter and not collected in the third quarter. The CDPH revised the monitoring schedule to quarterly but only for two well locations. A reduction in frequency may be granted once data has been reviewed for three consecutive quarters.


Well 1B after being cleaned and serviced in June was brought back on line. Well 1B pump was found to be turning on and off repeatedly. Telstar was brought in to trouble shoot the system. Several program adjustments were made and delays were implemented in the system to prevent damage to the pumping system. Further work is expected after Well 6 programming is completed as it must be tied into Well 1B operations.


### **Infrastructure Collection Operations Maintenance Management Module :**

Lori Gabriel is currently scheduling additional line cleaning with a VWNA project in Richmond. The new Vactor is brought to the Discovery Bay project each month for eight days. During that period, on site staff conduct cleaning to meet the requirement set forth in the contract.

The ICOMMM Asset Management tool developed to track collection line cleaning continues. An enhanced asset management tool termed Infonet has many improvements over ICOMMM and works with Google Maps for overlaying asset data. All of the ICOMMM data is easily transferred into Infonet and managed within Veolia as opposed to using an outside company. The form below represents the lines cleaned (Purple) in the third second quarter. The water distribution data system was expected to be completed this year but has been push out.

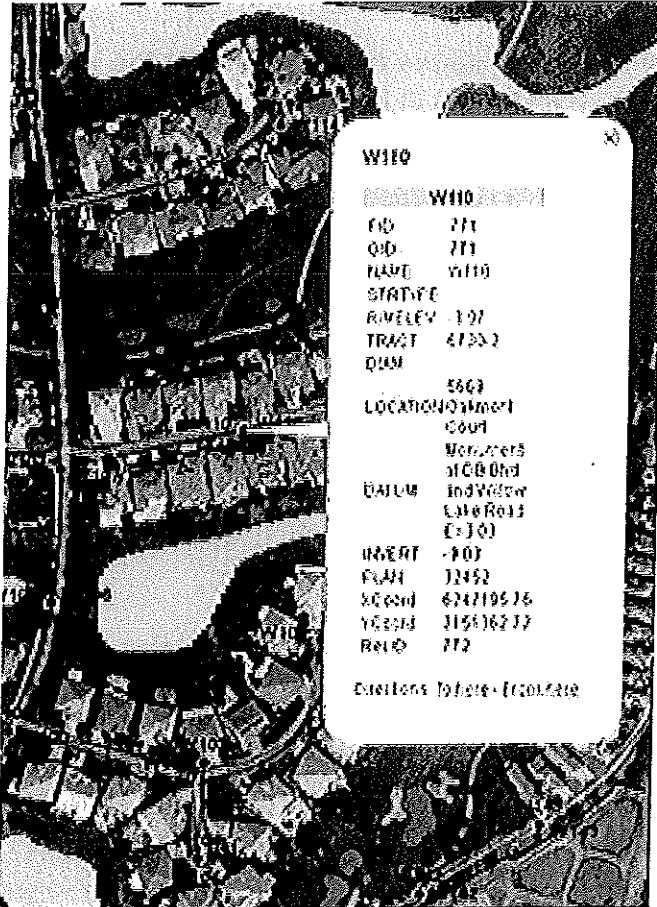


 **July 2010 through September 2010 Line Segment Cleaning**  
20,428.4 feet of collection lines were cleaned in the 3rd Quarter.

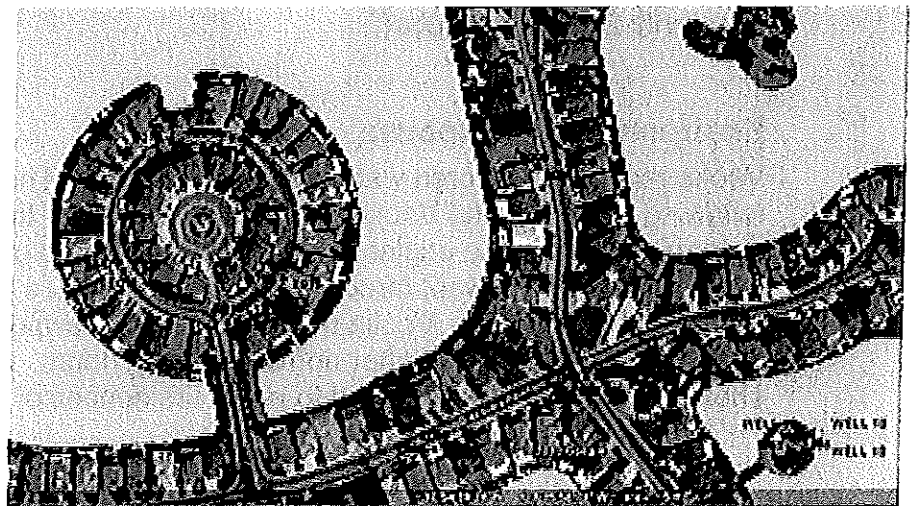




Infonet Asset Management



A new Asset Management system called Infonet will allow overlay on to Google maps





**Call Out and Employee Response:**

Veolia receives calls using SCADA which alert operators of conditions for the water and wastewater facilities. Although a reduction in false calls has been achieved the system does call out falsely.

Other calls may be originated by the residents of Discovery Bay wanting to inform of a condition they are experiencing or observed such water leaks, odors or color.

Veolia recorded 56 total call outs for the month of July. Nine (9) were false alert conditions. Twenty three were for related to chlorine injection pump issues. A total of 38 total call outs for the month of August were recorded. Twelve (12) were false alert conditions. Fourteen calls were for related to chlorine residual issues. Veolia recorded 20 total call outs for the month of September. Three (3) were for false alert conditions. Most calls were for high turbidity.

The following table categorizes the calls received in the third quarter



Month	Total calls received by Veolia	Calls received TODB responded	SCADA equipment or process	Other VVNA response (Odor, leaks, etc.)
September	56	7	49	16
August	38	5	34	82
July	21	32	18	1

The majority of calls listed in the "other" column were for colored water. There were only 2 calls in October.

**Environmental Response**

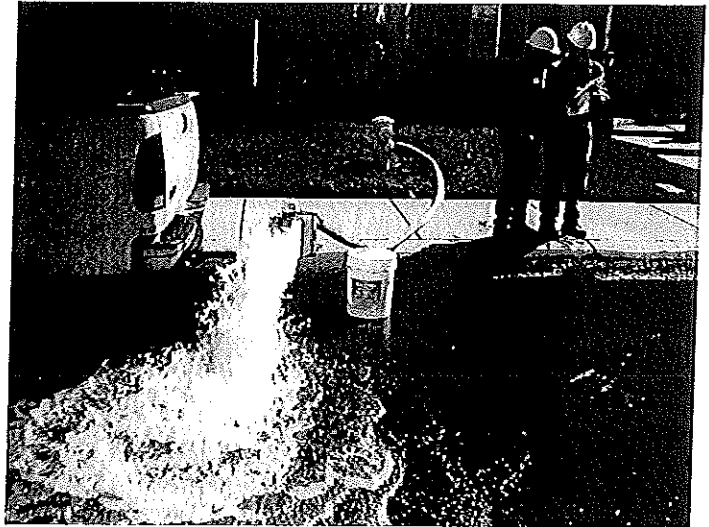
Veolia received a colored water call in late August. The calls continued the following weekend and Veolia immediately began to track (map) all calls and determined they were originating from the West side of the town. The District working with Veolia went through a series of activities to isolate causes by process of elimination. Veolia beginning at the Newport WTP began flushing measures that continued after normal working hours. A flyer such as the one shown below and left was used to notify residences of flushing procedures.



Town of Discovery Bay CSD  
Water System Flushing Program  
Date:

The Town of Discovery Bay will be conducting routine flushing of water mains in your neighborhood today. You may experience increased color in your water. This is not harmful to your health. If color is observed, open a hose bib in front and back of your home for 15 to 20 minutes or until the water is clear. If you live in a two story home, please also open an upper level cold water faucet. Avoid laundry and running hot water until the water is clear. Thank you. Please call (925) 634-8818 if you have any questions.



Veolia staff flushing fire hydrant

There were no effluent permit violations in this quarter. The RWQCB has issued notices for missing reporting requirements. In the July, August and September Self Monitoring Reports SMR, Ultra Violet Disinfection dose calculations were not reported. Once the current UV system is repaired and operating in auto mode, the dose information will be available and reported in the SMR.

### Special Projects:

Veolia has been overseeing the upgrade works to the Trojan 3000 ultraviolet disinfection system. The project has had a few delays in scheduling authorized Trojan field engineers, procuring components and working simultaneously with the installation of the new UV system.

The electronic Self Monitoring Report (eSMR) development is in its final stages. Veolia is working with HACH engineers to develop a comprehensive tool that will pull the required water, wastewater and laboratory data in from the Water Information Management System (WIMS) for reporting and process control. Veolia is on schedule with the proposed timeline (December 2010) and anticipates three consecutive approved eSMR submittals to the RWQCB by that date.

### Staff:

As Patrick Swaggerty decided to move on to other ventures, Veolia hired Charles Norris who is a Grade II wastewater operator. Shawn had previously worked at the District's facilities and recently moved to Discovery Bay. Charles Norris is currently performing maintenance operations and learning the Job Plus maintenance management system. Blaise Tetio has received his Water





Treatment II license as well as obtaining a Class "B" CDL permit. Lori Gabriel received her Water Distribution II license. Lori Gabriel was scheduled to take her Distribution 3 however the State has cancelled the test date until further notice.

## **Environmental Compliance:**

### **Notice of Violation Dated September 8 2010**

#### **Self-Monitoring Report Review and Notice of Violation for review period July 2010.**

Monitoring and Reporting Program Violations. UV monitoring data required by MRP Provision IX.D.1.1 were not collected or submitted in the July SMR. Status of the UV data collection system upgrades to be discussed in the August 2010 monthly submittal cover letter.

*Veolia responded as required, in the August cover letter SMR submittal explaining the procurement process of needed Ultra Violet equipment as identified by a Trojan Field Representative. Veolia is providing staff to assist in the installation of that equipment. Additional ballasts and other components were ordered and were due to arrive in early October. Following the upgrades, it was projected that the system will run in automatic. Field representatives and Veolia staff furthered works to upgrade the Trojan 3000 disinfection system. The UV was placed in auto in mid October and dose data is being tracked however the upgrade is not completed. Calculated data is required for minimums, maximums and weekly averages. Veolia is working to allow this data to be easily accessed by operations in SCADA.*

### **Notice of Violation Dated October 19 2010**

#### **Self-Monitoring Report Review and Notice of Violation for review period August 2010.**

Monitoring and Reporting Program Violations. UV monitoring data required by MRP Provision IX.D.1.1 were not collected or submitted in the August 2010 SMR. Central Valley Water Board staff communication with Veolia (the Dischargers contract operator) confirms that the physical UV system upgrades were completed in August 2010 and Veolia staff was trained to operate the new UV system. Veolia is now working on the automated collection of required UV data and is connecting the UV system to the existing SCADA system, which will allow the UV system to be operated in "automatic mode. Alarms will be triggered and operation staff will be contacted if turbidity limitations are exceeded under "automatic" mode. According to the Discharger, the system is projected to be operating in "automatic" in mid-October 2010.



In your September 2010 monthly SRM submittal cover letter, please indicate the status of the UV data system upgrades.

*Veolia is working with the TODB on two UV projects. The first is to upgrade the existing UV system to allow the unit to operate fully in automatic mode. This requires in-depth evaluation and installation of needed equipment and components while still in service. Although the system has been placed in auto mode, final completion of this project has not been achieved. Veolia is monitoring this system carefully. Dose data is available but must be extrapolated from generated detail reports for minimum, maximum and weekly average values. Veolia is working to bring this information into the SCADA screen for improved operator access and proper reporting.*

*Veolia is also working on programming for the new Trojan 3000 Plus UV system, which is installed and fully operational. There are some final programming issues to work out for system prior to being relied on to operate 24 / 7 under its own monitoring system. The 3000 Plus is operated during the day along with the existing Trojan UV system at this time. Special build to order bypass valves are expected in November and will operate in conjunction with the UV Turbidity monitoring sensors in that if the effluent is read above a set point the valves will divert flow into lagoons until NTU has come back within tolerances.*

Veolia appreciates the Town of Discovery Bay's staff and Board of Directors and looks forward to working together to solve compliance issues and bring about change that ensures the treatment facilities are a safe and highly desired place to work.

Sincerely,

A handwritten signature in black ink that reads "Gerald Smart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerald Smart, Project Manager  
Veolia Water North America



*Acronyms for Discovery Bay Water / Wastewater Treatment Operations*

HMI	Human Interface Terminal
OIT	Operator Interface Terminal
ICOMMM	Infrastructure Collections and Operations (computer asset management, tracking and GIS mapping)
BOD	Biological Oxygen Demand
TSS	Total Suspended Solids
TC	Total Coliform ( Disinfection testing)
JOB+	Veolia Maintenance Data Base System
OPS SQL	Veolia Operations Data Base System
CMMS	Computer Maintenance Management System
GIS	Geographic Information System- used to identify assets in the collection and distribution systems
RCA	Root Cause Analysis -- discussion to determine cause
INR	Veolia's internal Incident Notification and Reporting
Triple I	Veolia data base flow network for vehicle, environment or safety incident reporting
EFF	Effluent flow from a process usually the final discharge flow from the treatment process to receiving stream
INF	Influent flow into a treatment process usually referred as the flow entering the treatment facility
VFD	Variable Frequency Drive –controls speed of motors
BACT	Best Available Control Technology
BMP	Best Management Practices
SCADA	Supervisory Control and DATA Acquisition - industrial computer control system for monitoring, controlling a process and trending data.
RTU	Remote Terminal Unit = electronic device which interfaces objects in the field to a SCADA system by transmitting telemetry data of those objects based on control messages received from the system.



EHS&S	Veolia Environmental Health Safety and Security.
WIMS	Water Information Management System formally OPS recently purchased by Hach..
OIT	Operator in Training
D-I or T-I	Water grade I for Water Distribution and Treatment
SQL	Structured Query Language, used for managing data base

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # G-2

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM #H

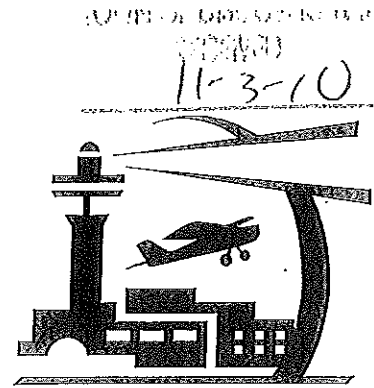
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ITEM #J



FINAL

CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
August 17, 2010



**MEETING CALLED:** The meeting was called to order by Chair Tom Weber at 12:06 p.m. at the Director of Airports Office.

**PRESENT:** Mike Bruno, CCC Airports Business Association  
David Dolter, At Large 1  
Patricia Howlett, City of Concord  
Janet Kaiser, Diablo Valley College  
Geoffrey Logan, Vice Chairperson, District III  
Derek Mims, City of Pleasant Hill  
David Pfeiffer, District V  
Russell Roe, District II  
Rich Spatz, Secretary, At Large 2  
Tom Weber, Chair, District IV

**ABSENT:** None

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

**OPENING COMMENTS BY CHAIR:** Tom Weber introduced David Pfeiffer, the new District 5 representative.

Tom then recapped that this year's Aviation Advisory Committee Tenant Recognition Award went to Pacific States Aviation.

The AAC thanked Pat Howlett for her years of service to the committee and presented her with a signed photo of Buchanan Field.

**PUBLIC COMMENT PERIOD:** None

**APPROVAL OF MINUTES:** July minutes were approved. Moved by Geoff Logan; seconded by Rich Spatz. Approved Unanimously.

**AGENDA ITEM – K-1**

**APPROVAL OF  
CONSENT ITEMS:**

Consent items were approved. **Moved by Geoff Logan; seconded by Mike Bruno. Approved Unanimously.**

**PRESENTATION/  
SPECIAL REPORTS:**

The AAC Tenant Recognition Award presentation was made prior to the meeting.

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

None

**b. Consideration of Surrendering Buchanan Field Airport's Part 139 Operating Certificate**

Keith Freitas recapped the presentation from last meeting. He added that the Regional Airport Planning Commission report shows San Francisco International Airport (SFO) is only airport to reach/exceed capacity by 2035. Airport staff suggested surrendering the certificate and focusing on the needs of current tenants was most prudent with limited resources.

David Pfeiffer stated SFO cannot reach capacity under the existing runway configuration.

Keith Freitas stated that there is no guarantee that the level of services provided will not change. Service level changes will typically be based on revenue levels.

Dave Dolter emphasized the need to address existing stakeholders' priorities.

Bob Johnson, of Concord Jet, stated Pilatus type commercial operations are feeding into commercial operations at Sacramento and other airports. There is opportunity to see this at Buchanan Field Airport but the Airport would need the Part 139 certificate.

A motion was made to recommend to the Airport Committee to surrender the Part 139 Certificate with the condition the Airport must maintain all the existing safety and other tenant desired services unless the economics do not support it. If the economics do not support it the item will be brought to the AAC for discussion. **Approve:** Bruno, Spatz, Weber. **Not Approve:** Logan, Mims, Pfeiffer, Roe, Kaiser, Dolter and Howlett. This motion was not carried.

After additional discussion a second motion was made to recommend to the Airport Committee to do whatever possible to maintain the certificate providing that there are sufficient resources to meet priorities of stakeholders. **Yes:** Logan, Mims, Dolter, Pfeiffer, Howlett, Roe, Kaiser. **No:** Spatz, Weber. This motion carried.

**c. Mariposa Energy Plant Report**

Tom Weber gave a synopsis:

- A vote was taken at the last Airport Land Use Commission (ALUC) meeting. The ALUC decided the project, as proposed, cannot be found compatible with the ALUC Plan at this time.

Russell Roe clarified the action of the ALUC. The next meeting would focus on the letter language to ensure it properly reflected the action made (not to reopen discussion process again).

**d. Buchanan Airport Hangar Owner's Association Jet Blast Issue**

Pete Wiebens gave an overview of the Buchanan Airport Hangar Owner's Association (BAHOA) concerns with the Hangars at Buchanan Airport development:

- Wants development to either not go in or require people who use the new development to shut down and tug their aircraft into the hangars (not make a 90 degree turn).
- Asking for:
  1. Redesign so hangars all face taxiway
  2. Additional signage to advise no u-turns, and shutting down engines and tugging in.

Keith Freitas read from the County ordinance that already addresses this issue; mitigation possibilities are signage and pilot education

**e. Hangars at CCR**

Michael Dunn, from Aviation Development Group (ADG), gave a brief status report on the new hangar project:

- A copy of the marketing brochure was handed out.
- In the process of determining market viability of project (by email & direct mail).
- Need commitments for three of the units to move forward, by September 22 or terminate project.
- There has been good reception from potential lenders.
- Addressed the comments of Pete Wiebens, from BOHOA; believes in good neighbor policy/behavior.

**UPDATES/ANNOUNCEMENTS**

**a. Airport Committee Update**

The August Airport Committee meeting was cancelled. The next meeting is scheduled for September 20, 2010 at 11:00 am.

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

Keith Freitas reported:

- Operations will start Airport painting in October
- East Hangar doors/track repairs are ongoing

- East County Fire will be doing emergency training at the Byron Airport starting next week
- Crack sealing on the East Ramp is scheduled for September 15 and 29. Crack sealing is not scheduled for areas between the hangars.
- Golden Gate German Shepherd Foundation is holding its annual fund raiser at the Crowne Plaza September 25, 2010. They will use the transient ramp to do some demonstrations.
- Bay Area Skydiving Boogie will be in October
- Hope in Motion Fundraiser being held in the Lekas Building on October 16.

**f. Airport Business Association Update**

None

**c. AAC Announcements**

Tom Weber gave the AAC members a copy of the AAC Bylaw Transition Plan.

**d. Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS**

- a. September meeting is cancelled
- b. Byron Grazing
- c. Security Project Update
- d. Noise Complaints slight upwards trend
- e. Part 150 list

**ADJOURNMENT:** The meeting was adjourned by the Chair at 2:14 p.m.



# TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Mark Simon • Director - Brian Dawson • Director - David Plepho • Director - Ray Tetreault

---

November 3, 2010

Sheriff Warren Rupf  
Sheriff Elect David Livingston  
Contra Costa County Sheriffs Department  
651 Pine Street, 7<sup>th</sup> Floor  
Martinez, CA 94553

RE: Lt. Mike Burton

Dear Sheriff Rupf and Sheriff Elect David Livingston:

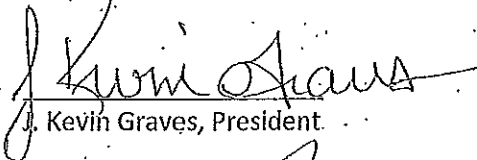
On behalf of the Town of Discovery Bay Community Services District (CSD), we would like to take a minute to commend Lt. Mike Burton for his hard work and ongoing dedication to the community of Discovery Bay.

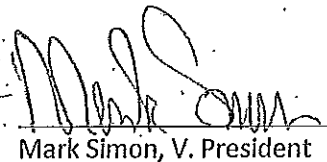
Lt. Burton has gained the support of not only this Board, but the community as a whole. His professional demeanor and no-nonsense approach to his job has resulted in a collaborative working relationship between the Contra Costa Sheriff's Department and the Town of Discovery Bay CSD. His ability to "get the job done" has garnered praise from all over Discovery Bay. These qualities, along with his affable personality and quick wit have resulted in his quickly becoming the go-to guy in Discovery Bay.

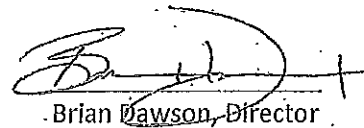
Mike successfully worked with the community to establish the Resident Deputy program, the new Discovery Bay Community Patrol vehicle, and the opening of the new Discovery Bay substation, just to name a few of the many benefits that Mike has worked tirelessly for within our community.

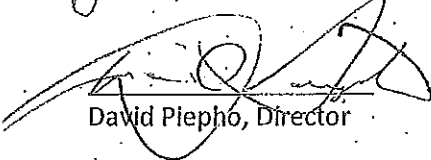
Mike and his capable staff have truly made an impact in Discovery Bay. The Town of Discovery Bay is certainly better off with Lt. Mike Burton than without him.

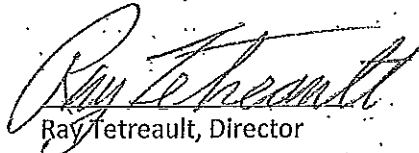
Sincerely,

  
J. Kevin Graves, President

  
Mark Simon, V. President

  
Brian Dawson, Director

  
David Plepho, Director

  
Ray Tetreault, Director

RH/ca

AGENDA ITEM - K-2



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

Received 11/04/10  
Emailed to Board & GA  
C2

COMMITTEES

- Internal Operations Committee
- Delta Protection Commission
- Transportation, Water & Infrastructure Committee
- Tri Valley Transportation Committee
- Local Agency Formation Commission
- General 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

November 2, 2010

Ray Valverde, President  
Liberty Union High School District School Board  
20 Oak Street  
Brentwood, CA 94513

Dear President Valverde and Members,

Thank you for the update regarding the Liberty Union School District's property located at Delta Road and Sellers Ave and the proposed plans for a fourth high school at this location.

I appreciate the District's willingness to engage with the County and the Cities of Brentwood and Oakley to discuss concerns with regards to the previously proposed plans for a high school at this location.

Again, thank you for the update on the District's acreage and plans for the site located at Delta Road and Sellers Ave and I look forward to continued collaboration between the District and the local jurisdiction on expansion of the District's facilities.

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

Sincerely,

MARY NEJEDLY PIEPHO  
County Supervisor, District III

*Thank you all for listening, and leading.*  
M.

- Cc: Supervisor Glover, District V  
 Mayor Robert Taylor, City of Brentwood  
 Mayor Pat Anderson, City of Oakley  
 Catherine Kutsuris, Director, Contra Costa County Dept. of Conservation and Development  
 Kevin Graves, President, Town of Discovery Bay CSD ✓  
 Linda Weekes, Chair, Knightsen Town Advisory Council  
 Linnea Juarez, Chair, Byron Municipal Advisory Council  
 Linda Weekes, Chair, Knightsen Community Services District

**AGENDA ITEM – K-3**

Received 11/05/10  
11/9 Enclosed to Board  
G.M.G.



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

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

November 2, 2010

Kevin Graves, President  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505


Dear President Graves and Members,

Please find enclosed correspondence from Ray Valverde, President of Liberty Union School District Board, providing an update regarding the District's acreage located at Delta Road and Sellers Ave previously proposed for the fourth high school campus.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

  
MARY NEJEDLY PIEPHO  
County Supervisor, District III

MNP: kc

AGENDA ITEM - K-4



# Liberty Union High School District

20 Oak Street

Brentwood, CA 94513

Phone: (925) 634-2166 Fax (925) 634-1687

Jerome T. Glenn, Superintendent

October 26, 2010

Mary Piepho  
3rd Supervisorial District  
Contra Costa County Board of Supervisors  
309 Diablo Road  
Danville, CA 94526

**RE: Delta-Sellers Site**

Dear Supervisor Piepho,

I am writing to personally inform you that at the regularly scheduled meeting on October 20, our Board of Trustees took action to instruct legal counsel to drop the Eminent Domain litigation between the District and the Geddes family. To refresh your memory, the Eminent Domain proceeding was originally initiated at the request of the Geddes family to assist them in clearing title, but bringing this transaction to conclusion has been delayed in court for some time due to their insistence on a higher land value than was originally agreed upon. At issue are 38 of the 76 acres of the Delta-Sellers site we had acquired for the future *High School #4*.

In taking this action, in essence, we will be returning the acreage to the seller and recovering the payment that we made at the time of the original purchases. In our judgment, pursuing this case to completion would not be financially beneficial for the District, whatever the outcome, as the land in dispute is no longer necessary for our purposes. Please note that we retain 38 acres at the corner of Delta-Sellers for our future growth needs, which might include a smaller, magnet high school or other facilities. Obviously, our current EIR for that site will need to be amended, a task which is underway.

Thank you for your candid observations about the merits of the site, and the advice you have given about what needed to be done in the way of mitigations to generate the support of your respective public agencies for the future bond measure that would have been needed to build a full-size, comprehensive high school at Delta-Sellers. That information was among the various factors that helped crystallize this decision in our minds.

Sincerely,

Ray Valverde  
Board President

CC: Federal Glover, Contra Costa County Supervisor  
Robert Taylor, Mayor of Brentwood  
Pat Anderson, Mayor of Oakley



Received 11/05/10  
Emailed to Bob Mankin  
G.M.



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

November 3, 2010

Kevin Graves, President  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear President Graves and Members,

Please find enclosed a Board Orders from the November 2, 2010 Board of Supervisors' meeting that I believe will be of interest to the Town of Discovery Bay Community Services District.

- 1.) October 15, 2010 Hearing on the proposed application of the California Vehicle Code to the roads within the Discovery Bay Country Club, Discovery Bay area.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

MARY N. PIEPHO  
County Supervisor, District III

Cc: Bob Mankin, Chair, Discovery Bay P-6 Zone CAC

MNP: kc

AGENDA ITEM – K-5

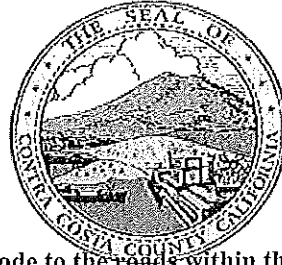
PDF Return Next

SD. 3

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: October 15, 2010



Contra  
Costa  
County

Subject: HEARING on the proposed application of the California Vehicle Code to the roads within the Discovery Bay Country Club, Discovery Bay area.

**RECOMMENDATION(S):**

ADOPT Traffic Resolution No. 2010/4322 on the proposed application of the California Vehicle Code to all roads within the Discovery Bay Country Club, as recommended by the Public Works Director, Discovery Bay area.

**FISCAL IMPACT:**

There is no fiscal impact to the general fund.

**BACKGROUND:**

The roads within Discovery Bay Country Club are private roads. Currently, local authorities cannot enforce the California Vehicle Code on these private roads. The Discovery Bay Country Club Residential Association has requested that the California Vehicle Code be applied to the private roads within their development.

**CONSEQUENCE OF NEGATIVE ACTION:**

Local authorities' would be unable to enforce the California Vehicle Code on these private roads.

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<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: 11/02/2010

APPROVED AS RECOMMENDED

OTHER

**Clerks Notes:**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 2, 2010

David J. Twa,

BY: \_\_\_\_\_, Deputy

**VOTE OF SUPERVISORS**

AYES	<input type="text"/>	NOES	<input type="text"/>
ABSENT	<input type="text"/>	ABSTAIN	<input type="text"/>
RECUSE	<input type="text"/>		

Contact: Jerry Fahy, 925.313.2276

Received 11/8/10  
11/9 Emailed to Board  
GMA



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

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

November 4, 2010

Kevin Graves, President  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear President Graves and Members,

Please find herewith a status report from Julie Bueren, Director of the Contra Costa County Public Works Department, regarding the cleanup of the Mount Diablo Mercury Mine.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

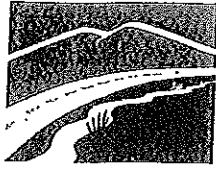
As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

MARY NEJEDLY PIEPHO  
County Supervisor, District III

MNP: kc



AGENDA ITEM – K-6



Contra Costa County  
Public Works  
Department

Julia R. Bueren, Director  
Deputy Directors  
R. Mitch Avalon  
Brian M. Balbas  
Stephen Kowalewski

## Memo

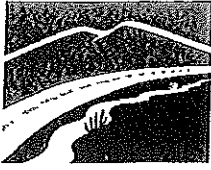
**DATE:** September 28, 2010  
**TO:**  Members, Board of Supervisors  
**FROM:**  Julia R. Bueren, Public Works Director  
**SUBJECT:** MOUNT DIABLO MERCURY MINE STATUS REPORT

The cleanup of the Mount Diablo Mercury Mine is one of our Department's more interesting projects and the Board has expressed interest in this project in the past. Attached is the latest status report providing more detail on the progress we are making on this project. The Technical Project Planning team last met on August 19, 2010 and is working on developing a conceptual site model which will show pathways of contamination from the mine and potential receptors that could be impacted from the mercury.

If you have any questions, please contact me or Mitch Avalon at (925) 313-2203.

JRB:RMA:lz  
G:\Admin\Mitch\Mercury Mines\Board memo 9-28-10.doc  
Attachment

c: D. Twa, County Administrator  
L. Delaney, County Administrator's office  
M. Avalon, Deputy Public Works Director  
P. Detjens, Flood Control District  
R. Lierly, Watershed Program  
M. Wara, Administrative Services




Contra Costa County  
Public Works  
Department

Julia R. Bueren, Director

Deputy Directors  
R. Mitch Avalon  
Brian M. Balbas  
Stephen Kowalewski

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## Memo

**DATE:** September 7, 2010  
**TO:** Mercury Mine Clean-up Team  
**FROM:**  R. Mitch Avalon, Deputy Public Works Director  
**SUBJECT:** Status Report on Mount Diablo Mercury Mine Clean-up

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The last status report of September 3, 2009, marked an agreement between the Flood Control District and the Army Corps of Engineers (Corps) on the local cost share provided by the Flood Control District for the mine clean-up planning effort. This enabled the Technical Project Planning Process to start up again. On November 18, 2009, a Technical Project Planning meeting was held. This meeting represented the conclusion of Phase 1 of the planning process. Updates were received from the agencies involved with input from the public and other stakeholders. The project goals were also reviewed and finalized. An overview was provided of the next phase of the planning process, which would involve identifying data needs. One item of interest was the Delta Science Center and Friends of Marsh Creek are performing a Limiting Factors Analysis on Marsh Creek. They are also doing mercury testing of water at Big Break to determine habitat health for fish.

In November and December 2009, the Flood Control District worked with the Corps to develop language for congressional action on two fronts. One effort was a request to Congress for an appropriation of funds in the amount of \$483,000 to continue the planning process. The second effort was for Congress to grant authority to the Corps to construct the mine clean-up project. Currently, the Corps Remediation of Abandoned Mine Sites (RAMS) program only has authority to conduct planning of mine clean-ups. In order for the Corps to construct a mine clean-up, they need additional authority from Congress. In an effort to articulate the issue, the Flood Control District prepared a one page white paper on the RAMS program and the liability concerns the Flood Control District (or any other local government agency) would have as an active participant in any clean-up project.

In addition to the planning efforts, the Regional Water Quality Control Board (Regional Board) is conducting an enforcement action. The Regional Board continued to send letters to identified responsible parties for clean-up of the mercury mine. The Regional Board also sent letters to other potential responsible parties that had been identified in scouring through various records. This enforcement effort by the Regional Board is occurring concurrently with the planning effort to design a remediation plan for the

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*"Accredited by the American Public Works Association"*

255 Glacier Drive Martinez, CA 94553-4825

TEL: (925) 313-2000 • FAX: (925) 313-2333

[www.cccpublicworks.org](http://www.cccpublicworks.org)

mercury mine. The planning effort by the Corps will produce an overall plan for the mine clean-up. The responsible parties responding to the Regional Board have been focusing on the particular part of the mine that they operated during the time they were mining mercury at the site.

On June 3, 2010, a coordination meeting was held by all agencies involved in the mine clean-up project. Updates were provided of the activities each agency was doing. Coordination discussions also occurred on planning the next phase of the planning process. This resulted in a August 18, 2010, tour of the mine site and Marsh Creek watershed by a technical team assembled by the Corps to initiate the second phase of the planning process.

On August 19, 2010, the technical team worked all day long at a site development workshop to develop a conceptual site model. The conceptual site model will result in a block diagram showing pathways of contamination from the mine and potential receptors that could be impacted from the mercury. The site model will also produce a map that will show some of the pathways and the drainage patterns on and around the mine site. A similar site model will be developed for the Marsh Creek reservoir showing the contamination, receptors and pathways of mercury that has washed down from the mine site and settled out at the reservoir. The team will then identify what information is needed to determine the impact on the various receptors and compare that to the information that is currently known. This effort will result in a technical memorandum from the technical team describing the missing data or data gaps. This information will be used to develop a data collection plan to complete the conceptual site model and site characterization. This information will be presented at the next public stakeholder meeting, which will be held sometime in November. At that time there will be a discussion of the next steps beyond Phase 2.

RMA:lz  
G:\Admin\Mitch\Mercury Mines>Status Report 9-7-10.doc

c: Bailey Grewal, City of Brentwood  
Mary Grim, Resource Conservation District  
Jerelean Johnson, Environmental Protection Agency  
Carol Arnold, Resource Conservation District  
Todd Wang, CH2M HILL  
Susan Lloyd, Health Services  
Paul Detjens, Flood Control District  
Nancy Stejn, Watershed Program  
Linda Wilcox, County Counsel  
Jack Wessman, Property Owner  
Nancy Wenninger, East Bay Reg. Park Dist.  
Jason Vogan, City of Oakley  
Lara Delaney, County Administrators office  
Michael Kent, Health Services  
Ross Atkinson, Reg. Water Quality Control Board  
Tim Vendlinski, Sustainable Conservation  
Sara Puckett, Natural Heritage Institute  
Larry Bradfish, Environmental Protection Agency  
Kelly Davidson, Mt. View Sanitary District  
Monique Osterman, Army Corps of Engineers  
Julie Bueren, Public Works Department



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

Received 11/8/10  
1199 Amendment to (Grand)  
GMA  
Community  
Members  
G

COMMITTEES

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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

November 2, 2010

David Piepho, Chair  
Community Center Committee  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear Chair Piepho and Members,

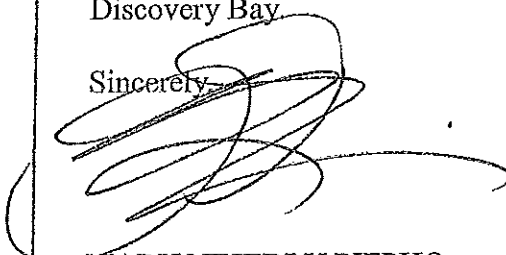
Please find enclosed here with an email I received from Nicole Caballero, granddaughter of the late Discovery Bay resident John Fritz, regarding the possible dedication of the proposed Discovery Bay Community Center or another area in the community in honor of her grandfather.

It is my request that you share the included email with the Community Center Committee as well as the Discovery Bay Community Services District Board members. I look forward to hearing any thoughts or direction you may have regarding this request.

Please feel free to contact my office at (925) 240-7260 regarding this or any future matter.

As always, it is an honor to work with you in service to the constituents of the Discovery Bay.

Sincerely,

  
MARY NEJEDLY PIEPHO  
County Supervisor, District III

Cc: Catherine Kutsuris, Director, Contra Costa County Dept. of Conservation and Development  
Nicole Caballero

AGENDA ITEM - K-7

**Karyn Cornell**

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**Subject:** FW: E-mail from Nicole Caballero

**From:** Marion Murphy  
**Sent:** Wednesday, July 28, 2010 12:24 PM  
**To:** Mary Piepho  
**Cc:** Karyn Cornell; Lea Castleberry; Tomi Van De Brooke  
**Subject:** RE: E-mail from Nicole Caballero

Here it is...

**From:** Nicole C. Caballero [<mailto:nicole@diablorealty.com>]  
**Sent:** Friday, July 09, 2010 12:44 PM  
**To:** District3  
**Subject:** Discovery Bay Community Center- John Fritz

Hello Mary,

I had met you at my grandfather John Fritz's memorial back in January of 2009. I know that at that time, you had talked about having the next park, wetlands, etc that came up for dedication named after my Grandfather and I was just wondering if anything is in the works already. I completely understand that you are very busy, and in the midst of everything going on with our county this may be sort of a non-material issue but I was curious.

I had seen that steps are being taken towards the purchase of a location for the Discovery Bay Community Center, at part of the old Discovery Bay shopping center. I am wondering if it would be too far off base to ask for the community center, should it come to fruition, be dedicated to my Grandfather?

As long as I can remember growing up he has lobbied for that community center to be opened, and he donated a good number of the original signs that were made for original businesses in that shopping center. I figured, I would start my query with you, if I can or should contact someone else, could you point me in the right direction to do so?

Thank you so much for your time, in advance.

Warm Regards,

*Nicole C. Caballero*  
Realtor  
Galloway/Campos Team

Diablo Realty  
975 Ygnacio Valley Road  
Walnut Creek, CA 94596  
(925) 975-5228  
License # 01852209



referred to BACIU + Legu  
RH  
CAF

TOWN OF DISCOVERY BAY  
RECORDED  
11-10-10

# Contra Costa County

Office of  
COUNTY AUDITOR-CONTROLLER



**Stephen J. Ybarra**  
Auditor-Controller  
**Elizabeth A. Verigin**  
Assistant Auditor-Controller

625 Court Street  
Martinez, California 94553-1282  
Telephone (925) 646-2181  
Fax (925) 646-2649

November 9, 2010

Town of Discovery Bay  
Community Service District  
Attn: Rick Howard, General Manager  
1800 Willow Lake Road  
Discovery Bay, CA 94505

To: Mr. Rick Howard:

Enclosed, please find the Office of the County Auditor-Controller's response to allegations concerning the Keller Canyon Mitigation Fund, dated November 5, 2010. In particular, please refer to Section II, page 18 and our Recommendation 6 on page 20.

Sincerely,

Stephen J. Ybarra  
Auditor-Controller

Response to Allegations Concerning the Keller Canyon Mitigation Fund

**Section II**

**BACKGROUND - Discovery Bay Community Services District**

The Discovery Bay Community Services District (DBCSD) is an independent special district, formed in 1998, because of a boundary reorganization involving the formation of DBCSD, annexation and dissolution of County Sanitation District No. 19. The Contra Costa Local Agency Formation Commission (LAFCO) approved the reorganization in Resolution 96-16,<sup>23</sup> which later was ratified by the Board of Supervisors.<sup>24</sup> As a condition the Resolution states, "...in order to create a smooth transition of 'in-progress' advisory functions to the newly-created DBCSD, the Discovery Bay Municipal Advisory Council shall be terminated on December 1, 1998 and its advisory responsibilities shall be assumed by the DBCSD Board of Directors."

MACs are formed by the Board of Supervisors (pursuant to Government Code Section §31010) to advise the Board of specific matters. Presently, the only authority LAFCO has regarding MACs is to authorize a Community Services District (CSD) to finance the operation of a MAC per Gov. Code Section §61100(ad). The power of financing the operation of a MAC was added in 2005 (SB 135) with the CSD law rewrite. Prior to 2005, LAFCO had no authority regarding MACs.

The DBCSD originally was formed to provide retail water service and to deliver, collect, treat, and dispose of wastewater. As a type of local agency, CSDs can provide an array of services. LAFCO has authorized other services since the DBCSD was first formed.

***Funding Source of DBCSD's advisory functions***

The Discovery Bay Municipal Advisory Council (DBMAC) was terminated by LAFCO per Resolution 96-16 that later was ratified by the County Board of Supervisors on June 10, 1997. The DBCSD Board authorized the transfer of the remaining DBMAC funds (\$668.44) to the DBCSD Center Fund on April 12, 2006.

On June 20, 2006, the County Administrator and Auditor-Controller responded to a June 19, 2006, letter from Supervisor Mary Piepho requesting comments, concerns, and any

<sup>23</sup> Contra Costa Local Agency Formation Commission, Resolution of the Local Agency Formation Commission (LAFCO) of Contra Costa County making determinations and approving the Discovery Bay Boundary Reorganization and establishment of the sphere of influence (SOI) Boundary of the Community Bay Community Services District (DBCSD), Resolution 96-19. Proposed July 9, 1996. Effective date July 1, 1998.

<sup>24</sup> Contra Costa County Board of Supervisors, Resolution 97/295 Discovery Bay Reorganization, Adopted Order on June 10, 1997.

Response to Allegations Concerning the Keller Canyon Mitigation Fund

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necessary actions that should be taken regarding the transfer of the DBMAC remaining fund balance to the DBCSD Center Fund, and a fiscal report provided by the DBCSD.<sup>25</sup>

Supervisor Piepho's initial request for a response also was made to County Counsel; however, since County Counsel believed the issue was more relative to an auditing concern and not a legal one, deferral of a response was made by County Counsel to the Auditor-Controller.

The Auditor-Controller and County Administrator responded to Supervisor Piepho's request from an accounting/auditing perspective. Their response stated that since the DBMAC no longer existed, as authorized by LAFCO Resolution No 96-19 and later ratified by the Board of Supervisors, there appeared to be no purpose to maintain a separate DBMAC fund and did not find the DBCSD's April 12, 2006, action unwarranted.

The Auditor-Controller and County Administrator's response also stated that the DBCSD was not under the governing body of Contra Costa County and, therefore, not subject to the fiscal procedures adopted by the Board of Supervisors for Contra Costa County MACs and other Advisory Councils. Additionally, the response to Supervisor Piepho stated that per Government Code §26909(b), the Auditor-Controller only had the authority to require annual audited financial statements from each special district within the County (may be changed from annual to two or five years by the governing board with approval of the Board of Supervisors).<sup>26 27</sup>

Each year the DBCSD also receives funds from the KCMF. Invoices submitted for payment to the Office of the Auditor-Controller often are labeled as "DBCSD/MAC"; however, as previously indicated, LAFCO and the Board of Supervisors terminated the DBMAC. The Accounts Payable section of the Office of the Auditor-Controller only verifies that an appropriate signature exists to pay bills for the DBCSD and to reimburse the DBCSD for expenses covered by the KCMF.

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<sup>25</sup> Office of the County Administrator and Office of the Auditor-Controller, Letter to Supervisor Piepho, June 30, 2006.

<sup>26</sup> IBID.

<sup>27</sup> The entire subject correspondence consisted of three separate letters:

- Office of District III, Letter to Office of the Auditor Controller, June 19, 2006.
- Office of the County Administrator and Office of the Auditor-Controller, Letter to Supervisor Piepho, June 30, 2006.
- Office of District III, Letter to Chairman Contra Costa County Board of Supervisors, July 21, 2006.

Response to Allegations Concerning the Keller Canyon Mitigation Fund

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**Recommendation 6:** (a) Establish a Discovery Bay Municipal Advisory Council (DBMAC), pursuant to Government Code 31010, and appoint the DBCSD's members as the DBMAC members; or (b) eliminate the advisory council functions performed by the DBCSD.

**Condition:** The DBMAC was terminated by LAFCO (later ratified by the Board of Supervisors) and its advisory functions assigned to the DBCSD. That action has created confusion regarding the proper governance and funding of the DBCSD's advisory functions.

**Criteria:** The Board of Supervisors can establish a MAC and approve that its members are those members that serve on a CSD. This process occurred in 2008 when the Diablo Municipal Advisory Council (DMAC) was established, and the Board of Supervisors appointed each of the DMAC members as a current elected member of the Diablo Community Services District Board of Directors.

If the Board of Supervisors establishes a MAC and appoints a CSD's Board of Directors as the MAC members, the CSD's Board of Directors can then submit an application to the LAFCO to activate its latent power to finance the operation of the MAC. After receiving LAFCO's approval, the CSD's Board of Directors may, by ordinance, order the exercise of that power (Gov. Code §61100 (ad); and §61106).

**Effect:** Without clear guidelines and proper definition of the authority, the public is at a loss regarding the role, funding, and legal requirements of the entity.

For example, when the DBMAC was terminated and its advisory functions assumed by the DBCSD, the DBCSD's Board may not have complied with the Better Government Ordinance when it performed advisory functions for the County Board of Supervisors. MACs operate as other County advisory bodies do, subject to the County's policies for advisory bodies and the Better Government Ordinance; however, CSDs are not subject to the Better Government Ordinance.

In 2009, the Board of Supervisors amended the Better Government Ordinance so that it excluded any MAC whose members are the directors of a CSD serving ex officio as members of a MAC. However, as previously stated, the DBMAC was terminated and its advisory functions assumed by the DBCSD's Board members not serving ex officio as members of a MAC. Therefore, it is uncertain what legal requirements the DBCSD must follow when performing advisory council functions for the Board of Supervisors and how those functions should be funded. Additionally, since the KCMF Committee treats the DBCSD as a MAC when awarding the KCMF allocation, the DBCSD is not required to comply with the KCMF grantee application and reporting process.