



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Regular Meeting of Wednesday
June 17, 2015

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday June 17, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of special meeting on May 27, 2015
2. Approval of DRAFT minutes of budget workshop on May 27, 2015
3. Approval of DRAFT minutes of regular meeting on June 3, 2015
4. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Consideration of Annual Fiscal Year 2015-16 and Fiscal Year 2016-17 Operating, Capital and Revenue Budgets and Adoption of Resolution No. 2015-10
2. Policy for Naming of Town Facilities and Adoption of Resolution No. 2015-11

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period ending March 31, 2015

H. VEOLIA REPORT

1. May 2015 Veolia Report – Will be provided at the July 15, 2015 meeting

I. MANAGER'S REPORTS – Discussion and Possible Action

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

1. Update on Network Computer Breach

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes April 9, 2015
2. R – East Contra Costa County Fire Protection District meeting minutes May 4, 2015
3. R – Contra Costa County Aviation Advisory Committee meeting minutes May 14, 2015
4. R – Delta Stewardship Council Notice of Preparation DRAFT EIR for Delta Levee Investment Strategy May 28, 2015

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated July 1, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay 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
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 27, 2015
SPECIAL MEETING 6:00 PM.**

**New Location
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING 6:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

**Call business meeting to order – 6:00 p.m. by President Steele
Pledge of Allegiance – Led by President Steele
Roll Call – All present with the exception of Director Simon**

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

None

C. BUSINESS AND ACTION ITEMS

1. Request to Lease Town property to be used as a transfer station of Water Weeds that are removed from bays in Discovery Bay

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

Legal Counsel Attebery – Provided additional details of item C-1. There was discussion between the General Manager, Legal Counsel, the Delta Seaweed Removal owner, and the Board.

Motion by: Director Graves to direct Staff to enter into a lease agreement with the changes noted - employees only, access on Channel Road, daylight hours 8:00 a.m. to 8:00 p.m., security deposit of \$1,500.00, rent \$500.00

Second by: Vice-President Pease

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

D. ADJOURNMENT

The meeting adjourned at 6:28 p.m. to the next Regular meeting on June 3, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-01-15

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A BUDGET WORKSHOP
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 27, 2015
BUDGET WORKSHOP – 6:30 P.M.
New Location**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

BUDGET WORKSHOP at 6:30 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 6:31 p.m. by President Steele
Roll Call – All Present

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

None

C. WORKSHOP ITEM

1. Fiscal Year 2015-16 and Fiscal Year 2016-17 Preliminary DRAFT Operating, Capital and Revenue Budgets

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

Finance Manager Breitstein – Provided additional details of item C.1. There was discussion between the General Manager, the Finance Manager, and the Board. The discussion continued including the Water and Wastewater Manager and Herwit Engineering.

The Budget will be brought back on June 17, 2015

D. ADJOURNMENT

The meeting adjourned at 8:03 p.m. to the next Regular meeting of June 3, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-01-15

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 3, 2015
REGULAR MEETING 7:00 P.M.**

New Location

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

Roll Call – All Present with the exception of Director Graves and Director Leete

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of May. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff - Provided an update of several projects surrounding Discovery Bay.

D. 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**

E. PRESENTATIONS

1. Water Conservation Efforts - Luhdorff and Scalmanini Consulting Engineers

General Manager Howard – Provided details of item E-1.

Luhdorff and Scalmanini Consulting Engineers – Provided additional details of item E-1. There was discussion between Luhdorff and Scalmanini Consulting Engineers, the General Manager and the Board.

F. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of special meeting on May 20, 2015

2. Approval of DRAFT minutes of regular meeting on May 20, 2015
3. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Pease

Vote: Motion Carried – AYES: 3 – President Steele, Vice-President Pease, Director Simon, NOES: 0, ABSENT: 2 – Director Graves, Director Leete

G. BUSINESS AND ACTION ITEMS

1. Adoption of Resolution No. 2015-08 Approving Revised Town of Discovery Bay Employee Personnel Manual

Motion by: Vice-President Pease to adopt Resolution 2015-08 Approving Employee Personnel Manual

Second by: Director Simon

Vote: Motion Carried – AYES: President Steele, Vice-President Pease, Director Simon, NOES: 0, ABSENT: 2 – Director Graves, Director Leete

2. Adoption of Resolution No. 2015-09 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

Motion by: Director Simon to direct Staff to elect the Special District Risk Management Authority Board of Directors and bring back to the Board to cast a vote.

Second by: Vice-President Pease

Vote: Motion Carried – AYES: President Steele, Vice-President Pease, Director Simon, NOES: 0, ABSENT: 2 – Director Graves, Director Leete

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

President Steele – Reschedule the July 1, 2015 Board meeting to June 30, 2015. There was discussion between the Board and the General Manager.

J. MANAGER'S REPORT – Discussion and Possible Action

None

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

1. ECCFPD Town Hall Meeting

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

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance – None
2. Communications – None
3. Parks and Recreation – None
4. Water and Wastewater – None
5. Waterways – None

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa Special District Association meeting minutes for April 20, 2015

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Remove Town of Discovery Bay LOGO from the Discovery Bay Foundation
2. Procedure – Dedication to Parks

Q. ADJOURNMENT

The meeting adjourned at 8:03 p.m. to the next regular meeting of June 17, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-08-15

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 17, 2015

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

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 284,982.82

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 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: E-4

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On June 17, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Fairin M. Perez	20150515-001	Consulting Services (Z57,Z61)	05/15/15	\$247.50
Tee Janitorial & Maintenance	7869	Janitorial Service May 2015 (Z35,Z61)	05/19/15	\$80.00
U.S. Bank Corporate Payment System	4246044555703473/515	Landscape Reimb (Z35,Z57,Z61)	05/25/15	\$240.10
		Administration	Sub-Total	\$567.60
Water				
Brentwood Ace Hardware	808/053115	General Repairs	05/31/15	\$30.78
Brentwood Ace Hardware	808/053115	Equipment Maintenance	05/31/15	\$59.71
Brentwood Ace Hardware	808/053115	Building Maintenance	05/31/15	\$20.19
Du-All Safety	16974	Safety Support and Training for 2014-2015	05/31/15	\$1,160.00
Dublin San Ramon Services District	1544	BACC FY 2015-2016 Participation Fee	06/02/15	\$730.00
Freedom Mailing Service, Inc	26818	Water Billing May 2015	06/05/15	\$1,045.86
J.W. Backhoe & Construction, Inc.	2329	Replace Valve On Spinnaker Way	05/22/15	\$7,433.01
J.W. Backhoe & Construction, Inc.	2332	Fix Irrigation Service	05/23/15	\$3,212.23
J.W. Backhoe & Construction, Inc.	2333	Broken Valve Bixler Road	05/23/15	\$987.40
J.W. Backhoe & Construction, Inc.	2334	Raised Two Meter Boxes And Installed Angle Stop	05/23/15	\$6,783.80
J.W. Backhoe & Construction, Inc.	2335	Water Leak On Lido Circle	05/23/15	\$2,955.28
J.W. Backhoe & Construction, Inc.	2336	Locate Gate Valve On Discovery Bay Blvd	05/23/15	\$2,977.15
J.W. Backhoe & Construction, Inc.	2338	Water Leak On Beaver Court	05/23/15	\$4,703.47
J.W. Backhoe & Construction, Inc.	2340	Replace Gate Valve Laguna Court And Discovery Bay Blvd	05/23/15	\$7,329.47
J.W. Backhoe & Construction, Inc.	2341	Leaking Gate Valve Laguna Court And Discovery Bay Blvd	05/23/15	\$5,312.95
J.W. Backhoe & Construction, Inc.	2342	Leak on Lighthouse Place	05/22/15	\$871.75
J.W. Backhoe & Construction, Inc.	2343	Water Leak On Willow Lake Road	05/22/15	\$2,752.88
J.W. Backhoe & Construction, Inc.	2344	Water Leak On Surfside Place	05/22/15	\$1,964.90
J.W. Backhoe & Construction, Inc.	2345	Paved 4 Spots-Spinnaker, Sand Point, Discovery Bay Blvd, Laguna	06/01/15	\$6,133.54
J.W. Backhoe & Construction, Inc.	2346	Paved Beaver Court And Discovery Bay Blvd	06/01/15	\$6,104.79
J.W. Backhoe & Construction, Inc.	2347	Crack Fill On Discovery Bay Blvd	06/01/15	\$590.70
J.W. Backhoe & Construction, Inc.	2348	Water Leak Riverlake Road	06/01/15	\$2,670.68
J.W. Backhoe & Construction, Inc.	2349	Water Leak Pismo Court	06/01/15	\$3,250.30
J.W. Backhoe & Construction, Inc.	2351	Water Leak Beaver Lane	06/01/15	\$4,891.20
J.W. Backhoe & Construction, Inc.	2352	Repair Gate Valve Surfside And Sand Point	06/04/15	\$12,157.30
Lesley Marable	May-15	Expense Report May 2015	06/01/15	\$48.56
Luhdorff & Scalmanini	30733	Preparation of Urban Water Management Plan	04/26/15	\$7,342.50
Luhdorff & Scalmanini	30734	General Engineering Services April 2015	04/26/15	\$1,912.50
Luhdorff & Scalmanini	30736	Contour Map	04/26/15	\$300.00
Luhdorff & Scalmanini	30737	Water Level Monitoring	04/26/15	\$539.00
Moorad, Thomas and Cecile	3706 Otter Brook	Closed Account, Refund Overpayment	06/01/15	\$169.92
Office Depot	771733610001	Office Supplies	05/20/15	\$18.00
Office Depot	771733957001	Office Supplies	05/20/15	\$5.02
ReliaStar Life Insurance Company	#JR52 7457(B) 061515	457(b) 06/01/15-06/15/15	06/15/15	\$412.27
Ricoh USA, Inc	5036098783	Photocopier	05/19/15	\$51.54
SDRMA	17211	Medical Benefits July 2015	06/05/15	\$849.46
SDRMA	PD1415006053-0001	Insurance Deductible	06/02/15	\$500.00
Shred-It USA-Concord	9406014174	Shredding Service	05/29/15	\$22.57
Tee Janitorial & Maintenance	7869	Janitorial Service May 2015	05/19/15	\$216.00
U.S. Bank Corporate Payment System	4246044555703473/515	Health Insurance	05/25/15	\$2,362.92
U.S. Bank Corporate Payment System	4246044555703473/515	Travel & Meetings	05/25/15	\$36.16
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone General	05/25/15	\$518.56
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone General	05/25/15	\$926.21
U.S. Bank Corporate Payment System	4246044555703473/515	Telecom Networking	05/25/15	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone Cellular	05/25/15	\$10.84
U.S. Bank Corporate Payment System	4246044555703473/515	Vehicle & Equipment Fuel	05/25/15	\$550.63
U.S. Bank Corporate Payment System	4246044555703473/515	General Repairs	05/25/15	\$72.40
U.S. Bank Corporate Payment System	4246044555703473/515	Info System Maintenance	05/25/15	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/515	Office Supplies	05/25/15	\$85.47
U.S. Bank Corporate Payment System	4246044555703473/515	Building Maintenance	05/25/15	\$197.19
U.S. Bank Corporate Payment System	4246044555703473/515	Special Expense	05/25/15	\$28.14
Univar	SJ685826	Chemicals Delivered 05/28/15	05/28/15	\$342.30
Univar	SJ685827	Chemicals Delivered 05/28/15	05/28/15	\$201.35
Veolia Water North America	48634	Monthly O&M June 2015	06/01/15	\$40,403.73
Verizon Wireless	9746377391	Cell Phone Bill May 2015	05/26/15	\$151.30

			Water	Sub-Total	\$144,592.68
Wastewater					
A & L Western Agricultural Labs, Inc.	170228	Bio Solids Soil Sampling	05/26/15	\$4,480.00	
American Retrofit Systems	1093	WWTP#2 Fan	05/15/15	\$250.00	
American Retrofit Systems	1096	WWTP#2 Pump Project	06/08/15	\$4,112.00	
American Retrofit Systems	1097	AC Repair	06/08/15	\$200.00	
Bay Area Air Quality Management District	3PN88	WWTP#1 Permit Renewal	05/27/15	\$2,745.00	
Brentwood Ace Hardware	808/053115	General Repairs	05/31/15	\$46.18	
Brentwood Ace Hardware	808/053115	Equipment Maintenance	05/31/15	\$89.56	
Brentwood Ace Hardware	808/053115	Building Maintenance	05/31/15	\$30.30	
Cascade Integration And Development	944	SCADA Improvements	06/06/15	\$21,875.00	
Cintas	185512722	Uniforms	05/27/15	\$20.35	
Cintas	185513532	Uniforms	06/03/15	\$16.18	
Comcast	8155400350232938/615	WWTP#2 Internet	06/03/15	\$114.00	
Comcast	8155400350232946/615	WWTP#1 Internet	06/03/15	\$88.95	
County Clerk - CCC	7	NOE Water Weeds	06/01/15	\$50.00	
Delta Debris Box Service	1066374	40 Yd Green	05/31/15	\$732.00	
Du-All Safety	16974	Safety Support and Training for 2014-2015	05/31/15	\$1,740.00	
Fastenal Company	CABRE11995	Misc. Small Tools	05/15/15	\$196.81	
Fastenal Company	CABRE12008	Misc. Small Tools	05/18/15	\$178.17	
Herwit Engineering	15-5	Professional Services May 2015	06/01/15	\$6,949.90	
J.W. Backhoe & Construction, Inc.	2339	Hauled Cutback To WWTP#1	05/23/15	\$1,381.50	
Lesley Marable	May-15	Expense Report May 2015	06/01/15	\$72.54	
Office Depot	771733610001	Office Supplies	05/20/15	\$27.02	
Office Depot	771733957001	Office Supplies	05/20/15	\$7.53	
ReliaStar Life Insurance Company	#JR52 7457(B) 061515	457(b) 06/01/15-06/15/15	06/15/15	\$618.41	
Ricoh USA, Inc	5036098783	Photocopier	05/19/15	\$77.31	
SDRMA	17211	Medical Benefits July 2015	06/05/15	\$1,274.18	
Shred-It USA-Concord	9406014174	Shredding Service	05/29/15	\$33.87	
Tee Janitorial & Maintenance	7869	Janitorial Service May 2015	05/19/15	\$324.00	
Telstar Instruments, Inc.	81881	Scada System	05/27/15	\$14,250.00	
U.S. Bank Corporate Payment System	4246044555703473/515	Health Insurance	05/25/15	\$3,544.38	
U.S. Bank Corporate Payment System	4246044555703473/515	Travel & Meetings	05/25/15	\$54.25	
U.S. Bank Corporate Payment System	4246044555703473/515	Telecom Networking	05/25/15	\$144.00	
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone Cellular	05/25/15	\$16.26	
U.S. Bank Corporate Payment System	4246044555703473/515	Vehicle & Equipment Fuel	05/25/15	\$368.45	
U.S. Bank Corporate Payment System	4246044555703473/515	Info System Maintenance	05/25/15	\$139.20	
U.S. Bank Corporate Payment System	4246044555703473/515	Postage	05/25/15	\$6.65	
U.S. Bank Corporate Payment System	4246044555703473/515	Office Supplies	05/25/15	\$166.20	
U.S. Bank Corporate Payment System	4246044555703473/515	Building Maintenance	05/25/15	\$544.72	
U.S. Bank Corporate Payment System	4246044555703473/515	Special Expense	05/25/15	\$37.36	
Veolia Water North America	48634	Monthly O&M June 2015	06/01/15	\$60,605.60	
Verizon Wireless	9746377391	Cell Phone Bill May 2015	05/26/15	\$226.95	
Community Center			Wastewater	Sub-Total	\$127,834.78
			Community Center	Sub-Total	\$0.00
				Grand Total	\$272,995.06

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On June 17, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185512722	Uniforms	05/27/15	\$45.97
Cintas	185512722	Community Center-Mats	05/27/15	\$19.75
Cintas	185513532	Uniforms	06/03/15	\$37.12
Cintas	185513532	Community Center-Mats	06/03/15	\$35.12
Comcast	8155400350238372/515	Internet Service	05/22/15	\$56.33
Comcast	8155400350238372/515	Community Center-Internet Service	05/22/15	\$56.33
Denalect Alarm Company	R20528	Community Center-Alarm Charge	06/01/15	\$96.00
Discovery Bay Disposal	17-0001966/052915	Com 2 Yd Bin	05/29/15	\$300.53
Discovery Bay Disposal	17-0013218/052915	Community Center-Com 2 Yd Bin	05/29/15	\$411.99
Discovery Bay River Otters Booster Club	2	Community Center-Swim Team	06/05/15	\$1,816.00
Fairin M. Perez	20150515-001	Consulting Services	05/15/15	\$247.50
Fairin M. Perez	20150515-001	Community Center-Consulting Services	05/15/15	\$1,292.50
Henson Plumbing, Inc.	47201	Cornell Park Restroom	05/26/15	\$105.00
Karina Dugand	21	Community Center-Program Fees	05/28/15	\$678.00
Office Depot	771986138001	Community Center-Office Supplies	05/21/15	\$78.09
Office Depot	771986415001	Community Center-Office Supplies	05/21/15	\$8.64
Office Depot	771986416001	Community Center-Office Supplies	05/21/15	\$36.45
Shred-It USA-Concord	9406014173	Shredding Service	05/29/15	\$84.40
Tee Janitorial & Maintenance	7869	Janitorial Service May 2015	05/19/15	\$460.00
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Dog Park	05/25/15	\$284.27
U.S. Bank Corporate Payment System	4246044555703473/515	Training & Education	05/25/15	\$261.42
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone General	05/25/15	\$97.26
U.S. Bank Corporate Payment System	4246044555703473/515	Vehicle & Equipment Fuel	05/25/15	\$285.64
U.S. Bank Corporate Payment System	4246044555703473/515	Equipment Maintenance	05/25/15	\$23.17
U.S. Bank Corporate Payment System	4246044555703473/515	Landscape Maintenance	05/25/15	\$723.78
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Events	05/25/15	\$216.94
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Telephone General	05/25/15	\$154.10
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Software Hosting	05/25/15	\$329.62
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Software	05/25/15	\$49.99
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Office Supplies	05/25/15	\$134.31
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Landscape Maintenance	05/25/15	\$27.28
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Building Maintenance	05/25/15	\$38.99
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Special Expense	05/25/15	\$70.66
U.S. Bank Corporate Payment System	4246044555703473/515	Community Center-Food And Beverage	05/25/15	\$255.94
Verizon Wireless	9746377391	Cell Phone Bill May 2015	05/26/15	\$69.66
Verizon Wireless	9746377391	Community Center-Cell Phone Bill May 2015	05/26/15	\$69.66
W.J. Kirk Welding	1105	Cornell Park Backstop	05/29/15	\$4.97
			Total	\$8,963.38

**Request For Authorization To Pay Invoices (RFA)
 For The Meeting On June 17, 2015
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/053115	Equipment Maintenance	05/31/15	\$60.53
Cintas	185512722	Uniforms	05/27/15	\$31.07
Cintas	185513532	Uniforms	06/03/15	\$50.72
Comcast	8155400350238372/515	Internet Service	05/22/15	\$56.33
Fairin M. Perez	20150515-001	Consulting Services	05/15/15	\$206.25
Fastenal Company	CABRE12008	Misc. Small Tools	05/18/15	\$114.05
Fastenal Company	CABRE12019	Misc. Small Tools	05/20/15	\$77.38
Fastenal Company	CABRE11995	Misc. Small Tools	05/15/15	\$196.81
Fastenal Company	CABRE12047	Misc. Small Tools	05/22/15	\$303.13
Tee Janitorial & Maintenance	7869	Janitorial Service May 2015	05/19/15	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/515	Training and Education	05/25/15	\$261.42
U.S. Bank Corporate Payment System	4246044555703473/515	Telephone General	05/25/15	\$104.35
U.S. Bank Corporate Payment System	4246044555703473/515	Vehicle & Equipment Fuel	05/25/15	\$447.28
U.S. Bank Corporate Payment System	4246044555703473/515	Automotive Supplies & Repairs	05/25/15	\$419.98
U.S. Bank Corporate Payment System	4246044555703473/515	Equipment Maintenance	05/25/15	\$424.67
U.S. Bank Corporate Payment System	4246044555703473/515	Landscape Maintenance	05/25/15	\$85.00
U.S. Bank Corporate Payment System	4246044555703473/515	Special Expense	05/25/15	\$95.75
Verizon Wireless	9746377391	Cell Phone Bill May 2015	05/26/15	\$69.66
Total				\$3,024.38



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 17, 2015

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Consideration of Annual Fiscal Year 2015-16 and Fiscal Year 2016-17 Operating, Capital and Revenue Budgets and Adoption of Resolution 2015-10

Recommended Action

Adopt the FY 2015-16 Operating, Capital and Revenue Budgets and Adopt Resolution 2015-10

Executive Summary

The Board conducted a Budget Workshop on May 27, 2015 to preview and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. At that workshop, the Board was presented a thorough presentation of the various components of the budget, including the programs, goals, and milestones included within. All changes that were made to the budget at the Workshop have been incorporated into the budget document that will be presented to the Board on June 17, 2015 for adoption. There has been one additional item added to the budget since the workshop took place. Staff has added an additional \$36,000 to account for our annual Du-All Safety Contract.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast as has been the case for the past two budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to more accurately plan for future capital expenses. While the Board is presented with a two year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

The FY 2015-16 projected O&M water and wastewater expenditures (including debt service) are \$6,201,443. Funded Capital projects total \$3,820,000. This does not include the required NPDES mandated Title 22 Filtration project (and other associated capital projects 5,7,10 & 12) in the amount of \$7,070,000, for a total operating and capital budget of \$17,092,183. The Filtration project is unconstrained, indicating that there is not an identified revenue source for this project. Once project funding has been identified, the district will then be prepared to match expenditures with anticipated revenues of \$17,092,183. The current projected Operating Budget for FY 2015-16 is 2% above the current fiscal year budget of \$6,094,046.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a CPI rate increase. The current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, March 2015, 12-month analysis table is 4.5%. For the FY 2015-16 year, a proposed rate increase of 4.0% is proposed, consistent with the four-year rate structure adopted by the Board of Directors in August 2013.

Water related revenue impacts are negatively impacted by the ongoing 4 year drought. Residents have been conserving water, and thus revenues are lower than anticipated. Subsequently, water related revenues are lower for the coming fiscal year than had been projected in prior years. There is a recommended draw from reserves in the amount of 67,794 to bridge the loss of revenues. This figure may change dramatically if drought conditions continue into a 5th year.

"Continued to the next page"

The Five (5) Year Capital Improvement Program Budget was prepared using the Water and Wastewater Master Plans as the primary project list and the RWQCB mandated projects. For FY 2015-16, the proposed CIP is \$10,365,740 (less carryover encumbrances from prior year projects that will be re-budgeted).

As has happened in the past, the Parks, Landscape and Recreation budgets will continue to be closely monitored. Bartle Wells will perform an update to the five-year forecast model once FY 2014-15 numbers are all accounted for. This will likely take place in October.

Staff is available to address any questions at this time.

Adoption of the FY 2015-16 Operating, Capital and Revenue Budgets is recommended.

Fiscal Impact:

Amount Requested: \$17,092,183

Sufficient Budgeted Funds Available?: (Yes)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

May 20, 2015 – Budget Submittal; May 27, 2015 – Budget Workshop

Attachments

1. FY 2014-15 and FY 2015-16 Operating, Five Year Capital Improvement Program, and Revenue Budgets
2. Resolution 2015-10



*Town of Discovery Bay Community Services District
Contra Costa County, California*

**FISCAL YEAR 2015-17
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
ADOPTED BUDGET**





Mission Statement

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Board of Directors

Chris Steele, President
Bill Pease, Vice President
Kevin Graves, Director
Mark Simon, Director
Robert Leete, Director

District Management

Rick Howard, General Manager
Rod Attebery, District Counsel
Virgil Koehne, Water and Wastewater Manager
Dina Breitstein, Finance Manager
Brian Miller, Parks and Landscape Manager
Sue Heinl, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

**Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*

**Town of Discovery Bay Community Services District
 Contra Costa County, California
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**Town of Discovery Bay Community Services District
Contra Costa County, California**



June 17, 2015

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2015 through June 30, 2017. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2015/17 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

While this year's budget is balanced and revenues meet expenditures, it was necessary to augment a portion of reserves from the Water Fund in the amount of \$67,794 to bridge revenue losses resulting from decreased water usage. The ongoing drought conditions throughout the state have necessitated the adoption of emergency drought regulations in 2014 as mandated by the state of California.

For FY 2015/16, the O&M budget (net of debt service) shows an increase of \$107,834 or 2% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$10,890,740 of which \$7,070,740 is unconstrained and a funding source will need to be identified for the coming fiscal year.

Throughout the budget document, the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial \$14.1 million program is winding down this summer, and all of the proceeds from the bond will be expended by the end of the calendar year.

This year's CIP is limited in scope and size, with the exception of the need to construct a Title 22 wastewater tertiary treatment and denitrification facilities. Both of these projects do not have a revenue source and are mandated by the state. Date specific time times and milestones for each project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes for these two projects. The filtration project is programmed to cost \$7.07M, while denitrification is budgeted at \$6.75M. The Board will be spending the early part of this Fiscal Year identifying funding for both of these priority projects. The Budget provides a revenue source for these projects and is listed as Unconstrained (unfunded) Revenues.

The Infrastructure Replacement Fund continues to be supported in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/12, \$1.851 million has been placed into the capital replacement fund. In FY 2015/16, an additional \$525,000 is programmed to be added, bringing total contributions (less withdrawals) to \$2.376 million.

DISCUSSION

The Town of Discovery Bay will be ending FY 2014-15 with a number accomplishments, yet a dark cloud is looming. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The past fiscal year witnessed a number of milestones, including the continuing maturation of the Community Center, the transition of contract landscape staff to in-house staffing, and the multiple water and wastewater construction projects that will be wrapping up this summer. The Town's first ever Dog Park opened this spring, providing a location where our 4 legged friends can run and play off leash.

The four year drought continues to envelop the state and is wreaking havoc on the Town's parks and landscape infrastructure. As we move deeper into summer, and with little precipitation anticipated, our parks, turf and landscape areas will all continue to show signs of stress. I am sure that trees, plants and sections of turf will be lost to the drought. The addition of our recently hired Parks and Landscape Manager will ultimately pay dividends, but until continued winter rains and Sierra snowpack return to California, there is no silver bullet in sight.

Revenues will be significantly lower as a result of the drought, with reserves being used to augment the loss of revenue for FY 2015-16. The use of reserves to cover revenue loss into FY 2016-17 is not sustainable, however. Subsequently, Bartle Wells Associates will be conducting a study to help lead the Town through these economic and climatic challenges. That item will be coming to the Board in July, 2015.

Starting in FY 2015-16, the Town will embark on water meter roll-out system wide. Planning is currently on course, and community outreach programs should be set to begin in the late summer and early fall.

At this point, it appears that the remaining 3,800+/- unmetered properties will be metered by the end of FY 2016-17.

I do not plan on adding any new *Regular* full or part time employees in this budget cycle. However, I am considering a potential reorganization and consolidation of the Parks and Landscape functions and the Maintenance functions. Currently, the parks and landscape and maintenance functions are separate and distinct. At this point, the possible consolidation has not been formalized and I am not prepared to bring it to the Board for approval at this time. I anticipate this coming back before the Board in the first quarter of the fiscal year.

The proposed FY 2015/16 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2014/15, the Budget summary is as follows:

Adopted FY 2014–15 Operating and Capital Improvement Program Budget		Proposed FY 2015–16 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,184,609	Total O&M Budget	\$5,374,443
Debt Service	\$827,437	Debt Service	\$827,000
Contribution to Reserves	\$82,000	Contribution to Reserves	\$0
Capital Budget	\$6,251,972	Capital Budget	\$10,365,740
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$12,871,018	Grand Total Expense Budget	\$17,092,183
Grand Total Revenue	\$12,871,018	Grand Total Revenue	\$17,092,183

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,201,443 (included debt service) for the coming fiscal year. Consulting fees are programmed at \$300,000, a reduction of \$35,000 over current year. A proposed increase of \$107,834 or 2% over current year budget (FY 2014-15) is projected. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The District's new website is currently in the final planning and design stage, and should be able to go live in July or August, 2015. The new site, along with the present site continues to be populated with relevant information, documents, and materials.

Our long term contract with Veolia Water is now in its fifth and final year. We look forward to continuing our ongoing partnership with Veolia. Subsequently, staff will begin the process of negotiating the first of two 5 year contract extensions, as provided for in the initial contract. The renewal process will be

extensive, and both parties will have an opportunity to review and discuss operational needs moving into the next five year cycle. This item will be before the Board in late 2015 or early 2016.

The Capital Improvement Program (CIP) proposes expenditures of \$10,365,740 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012. As previously discussed, many of the projects contained in those plans are either complete, in design, or under construction. FY 2014/2015 will continue be a busy year as we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

As noted previously in this transmittal letter, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 30, \$1,851,347 is currently in that fund for future capital replacement needs.

Key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2015, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in September once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to remain flat at \$478,000 and Zone 9 revenues are expected to remain flat at \$114,000. We do anticipate a 3% increase over budgeted revenues

The amount of the contribution to reserves will be known once FY 2014/15 is closed out. While a year end surplus of revenues over expenditures is hoped for, water revenues may derail the overall revenue stream, necessitating an even larger draw from the water enterprise. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.180M, well above the \$3.0M threshold established by the Board.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it continues our multi-year process of ensuring that the District's infrastructure needs are met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Director's Mark Simon and Bob Leete for their contributions and assistance in the preparation of the FY 2015/16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to especially thank Finance Manager Dina Breitstein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, and the District's Engineer, Gregory Harris. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. As with any snapshot in time, it is what it is – and I'd like to think that when we look back on the year just ended that we look back on it as a good year. We were resourceful, innovative, and successful. We faced a number of challenges, navigated the obstacles, and hopefully met the expectations of the 14,000 people who call Discovery Bay home. The staff will continue to learn from past experience, and we look forward to an even more successful FY 2015-16.

Respectfully submitted,

Rick Howard

Rick Howard
General Manager



Town of Discovery Bay CSD Organization

- ❖ At a Glance
- ❖ Salary & Wages
- ❖ Organizational Chart
- ❖ Authorized Positions

***Town of Discovery Bay Community Services District
Contra Costa County, California***



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

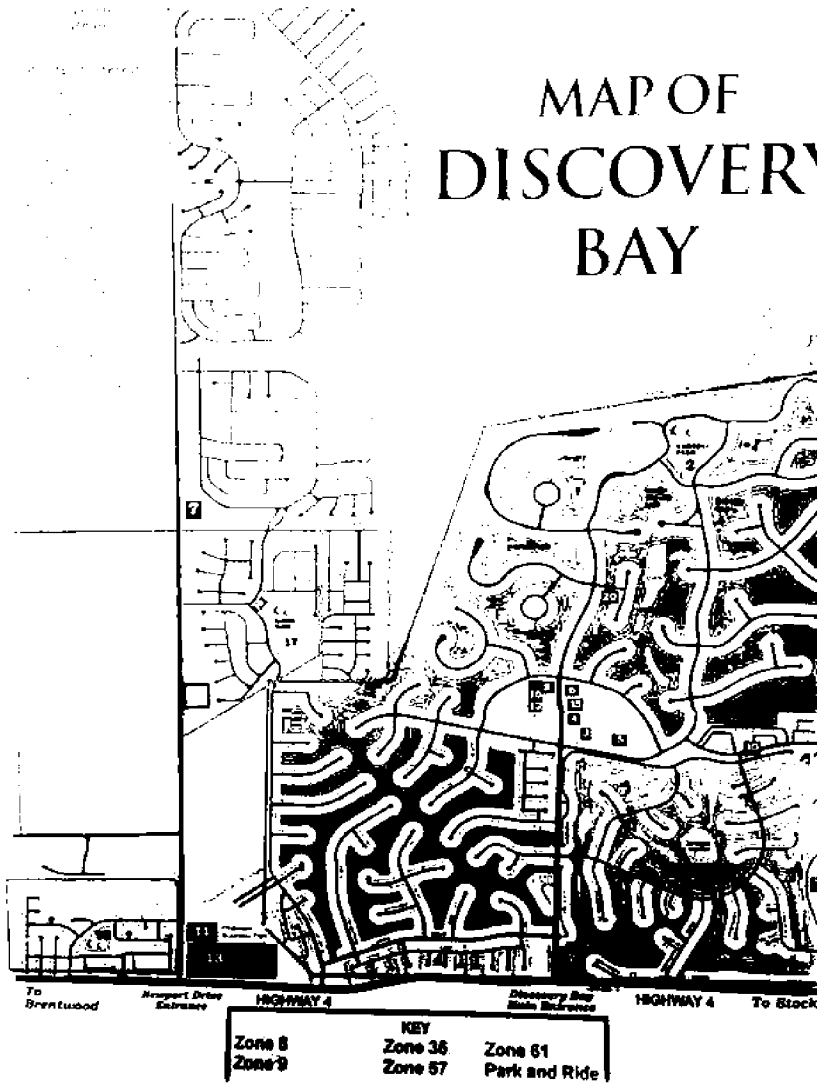
Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.



MAP OF DISCOVERY BAY



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary & Wages**

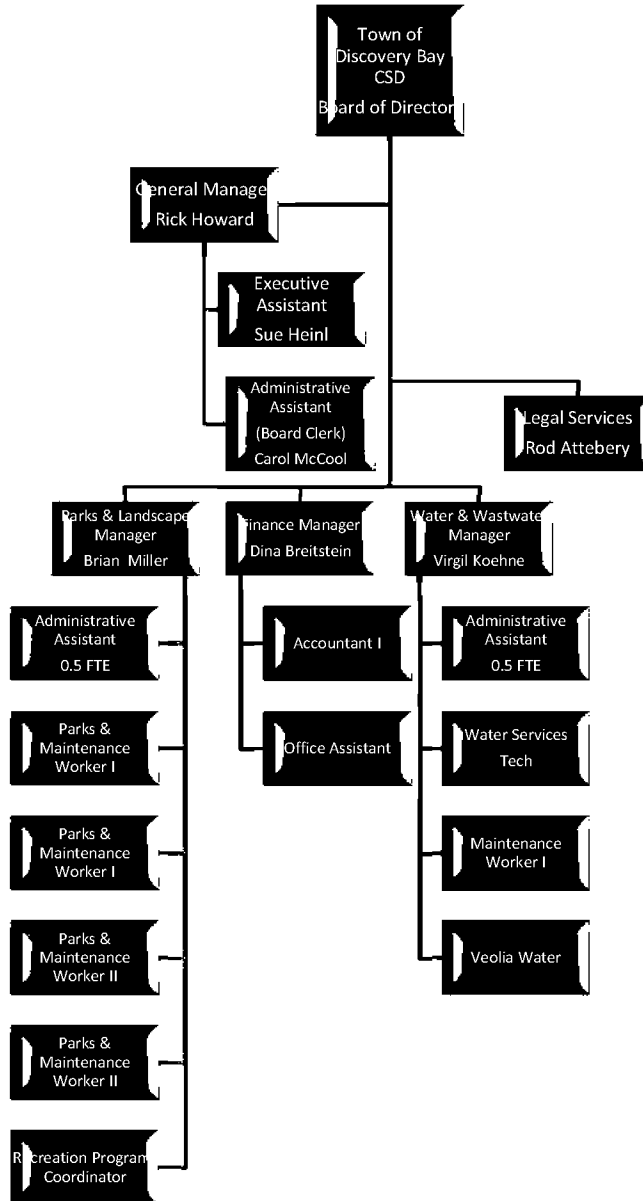


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Accountant I	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart**





**FY 2014-15 Authorized Positions
 Regular Positions/Full Time Equivalents (FTE's)**

Position Title	FY 2013-14	FY 2014-15	FY 2015-16
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	0	1
Parks & Recreation Manager	0	1	0
Finance Manager	1	1	1
Administrative Assistant	2	1	1
Admin Assistant/ Board Clerk	0	1	1
Recreation Program Coordinator	1	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	0
Accountant I	0	0	1
Maintenance Worker Trainee	1	0.5	0
Water Services Technition I	1	0	0
Water Services Technition II	0	1	1
Maintenance Worker II	0	0.5	1
Parks & Maintenance Worker I	0	2	1
Parks & Maintenance Worker II	1	2	3
Totals	18	21	21



Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary

**Town of Discovery Bay Community Services District
Contra Costa County, California**



Department:	General Manager
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Program Area:	Administration
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Program Description:

The Town of Discovery Bay Administration Department is comprised of the Administrative and Operational functions of the Town. The directly elected five-member Board of Directors sets legislative policy and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2014-2015:

- Implemented Emergency Drought Regulations in Discovery Bay.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Rolled out water conservation program and marketing campaign.
- Transitioned Board meeting location from the District Office to the Community Center.

Objectives, 2015-2016:

- Provide management and oversight of the District's Capital Improvement Program.
- Conduct a 360° Review of the Organizations Operational Efficiencies.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District's Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit, including the Filtration and Denitrification Projects.
- Implement and Install Water Meter Program System Wide.
- Develop Rebate Programs aimed at water use efficiencies.

*Town of Discovery Bay Community Services District
Contra Costa County, California*





Department: Financial Services

Program Area: Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2014-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords

Objectives, 2015-2016:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review and implement new Meters, Meter readers and software
- Implement new meter project for Discovery Bay West
- Reorganize and rewrite water utility ordinance
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords according to new ordinance.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



**Town of Discovery Bay Community Services District
Contra Costa County, California**



Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2014-2015:

- Well #7 Project winding down with completion and operational status anticipated for late summer, 2015.
- Distributed Consumer Confidence Report with no violations noted.
- Initiated Water Reduction Programs aimed at consumer conservation.

Objectives, 2015-2016:

- Begin Water Meter Installation Project for system wide implementation.
- Bring Well 7 online.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



**Town of Discovery Bay Community Services District
Contra Costa County, California**



Department :	Public Services
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Program Area:	Wastewater
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Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2014-2015:

- Completed Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Completed Lift Station F rehabilitation project.
- Continue towards a late summer 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Completed the Booster Pump Station Project and reclaimed water intertie.
- Finished Design for Filtration Project

Objectives, 2015-2016:

- Begin construction on Filtration Title 22 Tertiary Treatment Project.
- Work on finding alternate solutions to our Salinity issue.
- Finalize 2012 Revenue Bond Projects
- Identify Funding Source(s) for Filtration Project

*Town of Discovery Bay Community Services District
Contra Costa County, California*



*Town of Discovery Bay Community Services District
Contra Costa County, California*



Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

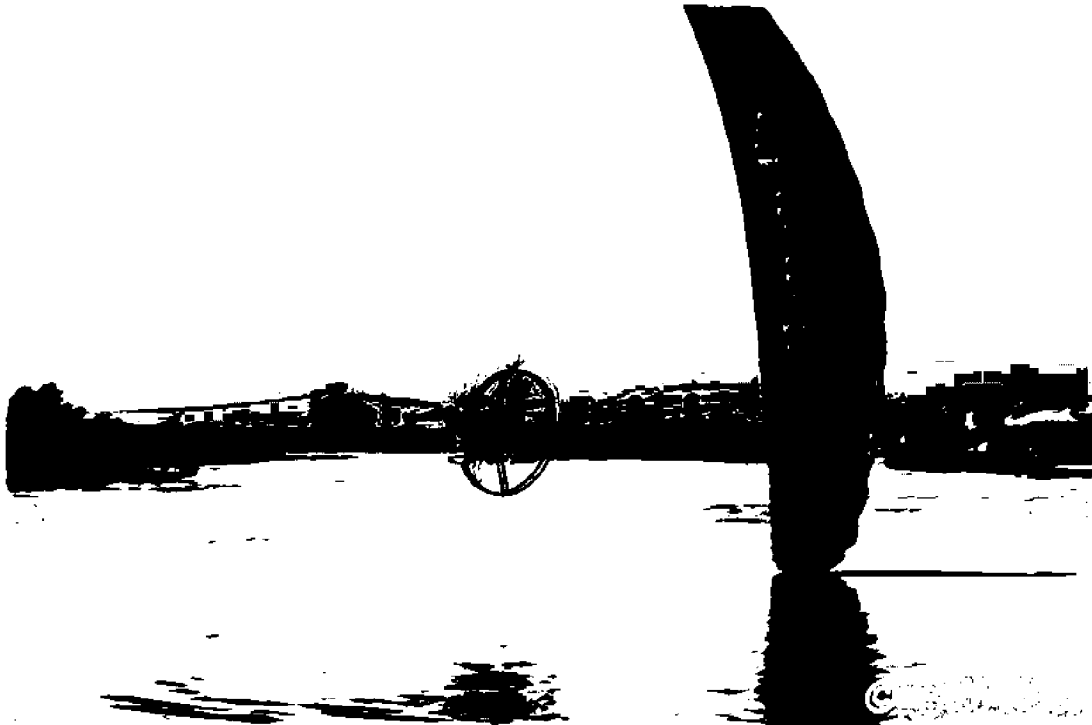
Accomplishments, 2014-2015

- Completed transition from contract maintenance to in-house parks and landscape services.
- Completed 6 (of 8) Tennis Court Renovations at Community Center
- Completed Swimming Pool Renovation at Community Center
- Opened first off-leash Dog Park in Discovery Bay
- Hosted Earth Day 2015

Objectives, 2015-2016:

- Implement Weather-Trac Irrigation Network throughout Discovery Bay.
- Monitor water consumption ensuring compliance with emergency water regulations.
- Explore “wetting” and other water based alternatives to help aid in the efficient use of irrigation.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



**Town of Discovery Bay Community Services District
Contra Costa County, California**



Department: Parks & Landscaping Services

Program Area: Recreation Services

Program Description:

Recreation Services provides community based and age appropriate recreational programming for Discovery Bay residents non-residents alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Accomplishments, 2014-2015:

- Completed first full year of recreational programming and distributed four Activity Guides to every mailbox in Discovery Bay.
- Completed renovation to 6 of the 8 Community Center tennis courts.
- Completed swimming pool re-plastering project for improved community wide use
- Completed Off-leash dog park at the Community Center
- Coordinated a series of timely and family oriented events, including the annual Earth Day Family Festival, the Live Laugh Learn Senior Fair, and the Festival of the Trees that takes place in late November.
- Updated facility rental policies and fee structure to be more competitive with other local agencies, yet placing an emphasis on Discovery Bay residents and organizations.
- Established alcohol use policy for rentals and events at TODB owned facilities.
- Established a variety of party planning packages, including comprehensive all-inclusive birthday party packages at the Community Center
- Established a Volunteer Policy and Program
- Offered first in-house programs with District staff (Swim Lessons, TODB Camp & Little Sluggers Baseball)

Objectives, 2015-2016:

- Continue to provide enhanced community based and age appropriate recreational programming
- Create a brand for the Community Center and recreation department to help build awareness
- Improve marketing to help increase event and program participation of Discovery Bay residents
- Develop & implement adult/youth sports leagues & tournaments
- Develop & implement new special events
- Establish Youth Advisory Commission
- Build stronger community relationships with local groups and organizations



Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenues – “Where the money comes from”**

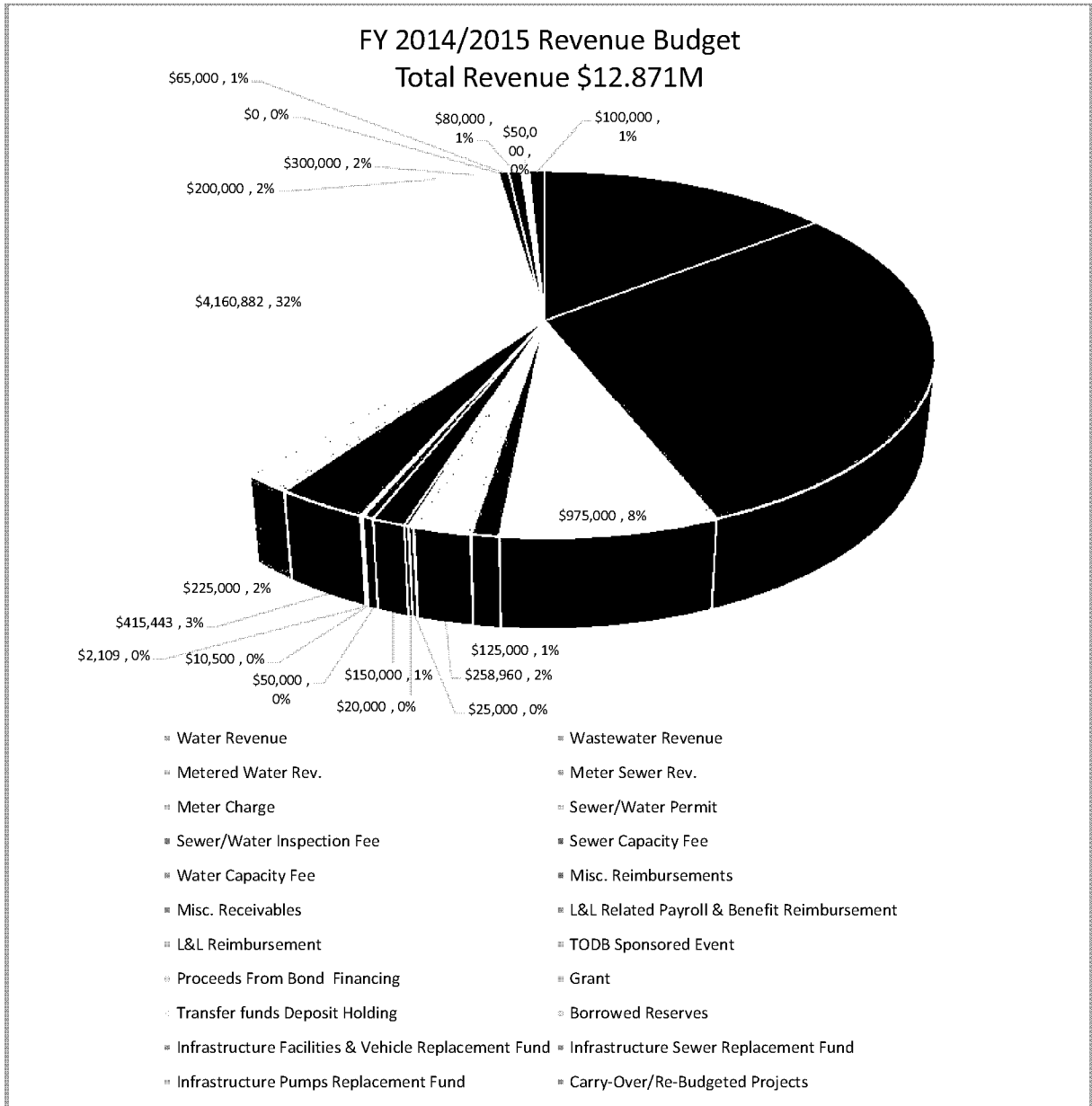


The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections			<i>As of March 2015</i>		
Fiscal Year	2013/2014	2014/2015	2014/2015	2015/2016	2016/2017
Account Description	Actuals	Budget	Actuals	Budget	Budget
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000	\$16,200	\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee- CIP	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee- CIP	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee				\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing- CIP	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account- CIP	\$76,005	\$300,000			
Contribution from Reserves				\$67,794	
Unconstrained Revenue				\$7,070,740	
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
Grand Total Revenue	\$13,209,215	\$12,871,018	\$9,964,861	\$17,092,183	\$8,102,567

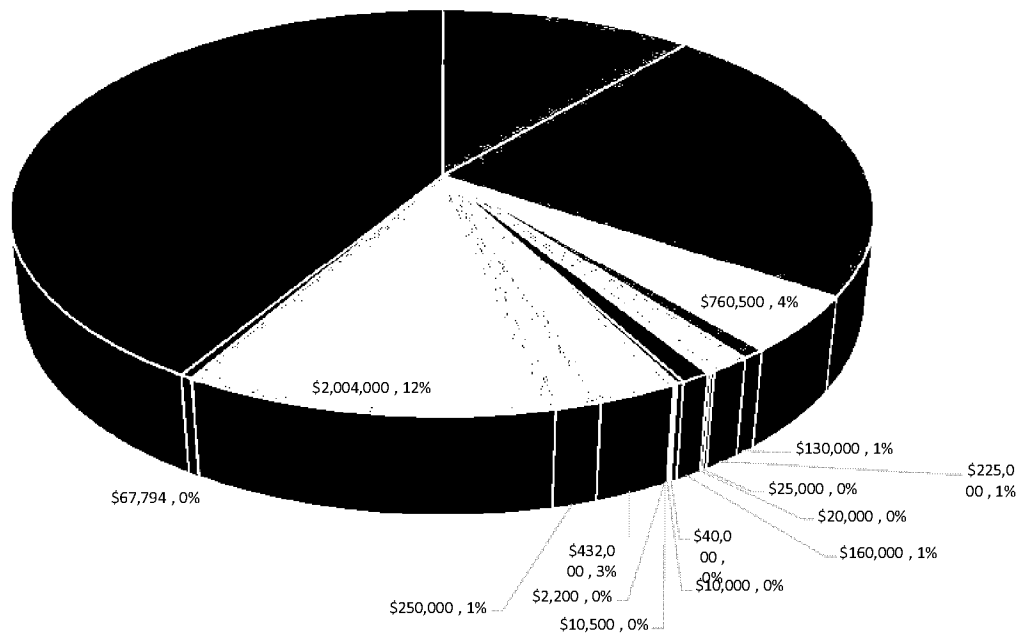
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**



**FY 2015/2016 Revenue Budget Total
 Revenue \$17.092M**



- Water Revenue
- Metered Water Rev.
- Meter Charge
- Sewer/Water Inspection Fee
- Water Capacity Fee- CIP
- Misc. Reimbursements
- L&L Related Payroll & Benefit Reimbursement
- TODB Sponsored Event
- Grant
- Contribution from Reserves
- Infrastructure Facilities & Vehicle Replacement Fund
- Infrastructure Pumps Replacement Fund
- Wastewater Revenue
- Meter Sewer Rev.
- Sewer/Water Permit
- Sewer Capacity Fee- CIP
- Connection Fee
- Misc. Receivables
- L&L Reimbursement
- Proceeds From Bond Financing- CIP
- Developer Deposit Holding Account- CIP
- Unconstrained Revenue
- Infrastructure Sewer Replacement Fund
- Carry-Over/Re-Budgeted

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operating & Capital Reserves**



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Water & Wastewater Reserves	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$202,204*	\$252,204	\$302,204
Draw Down*	(\$35,527)	(\$68,652.06)		
Reserves Total	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$1,358,473	\$1,851,347	\$2,376,347	\$2,901,347
Total Reserves	\$5,456,686	\$6,031,560	\$6,556,560	\$7,081,560

***Reserve Draw-Down Detail FY 14/15**

*Facilities & Vehicle Replacement -- Ford F250 4x4 \$27,795.30

*Pumps/Motors Replacement -- \$50,000

* Sewer Replacement -- \$80,000

*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



The Operations and Maintenance Budget for the Fiscal Year 2015/16 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 15/16 the O&M budget remains essentially the same as FY 14/15. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,201,443 in FY 15/16 and \$6,179,370 in FY 16/17 for a total of \$12,380,813 over two years. This represents an increase of \$107,406 or 2% over FY 14/15. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year.

Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,080,700	\$5,007,230
Total	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

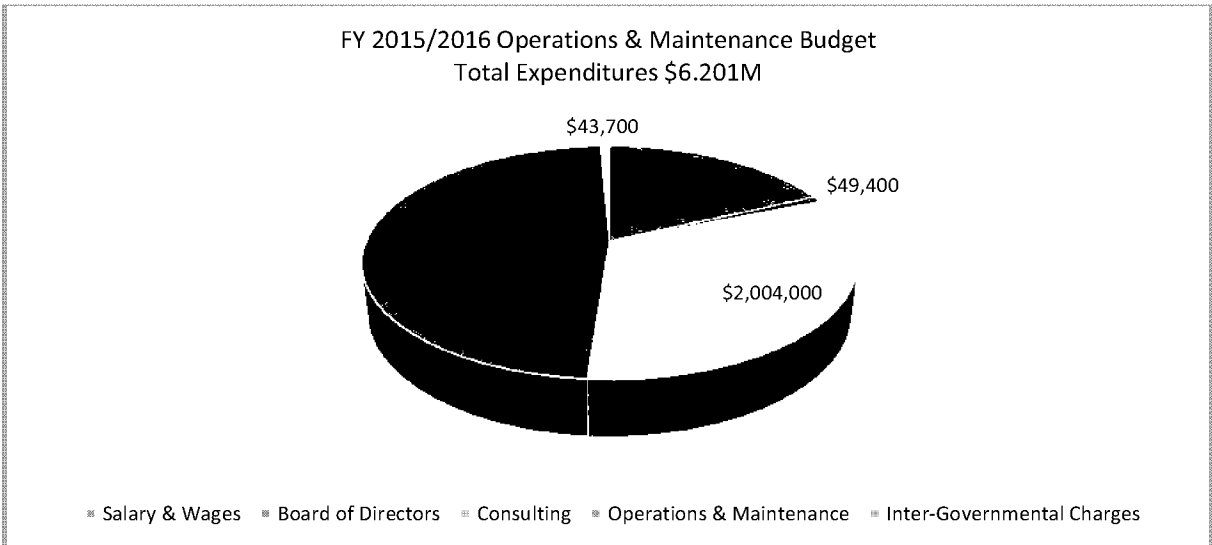
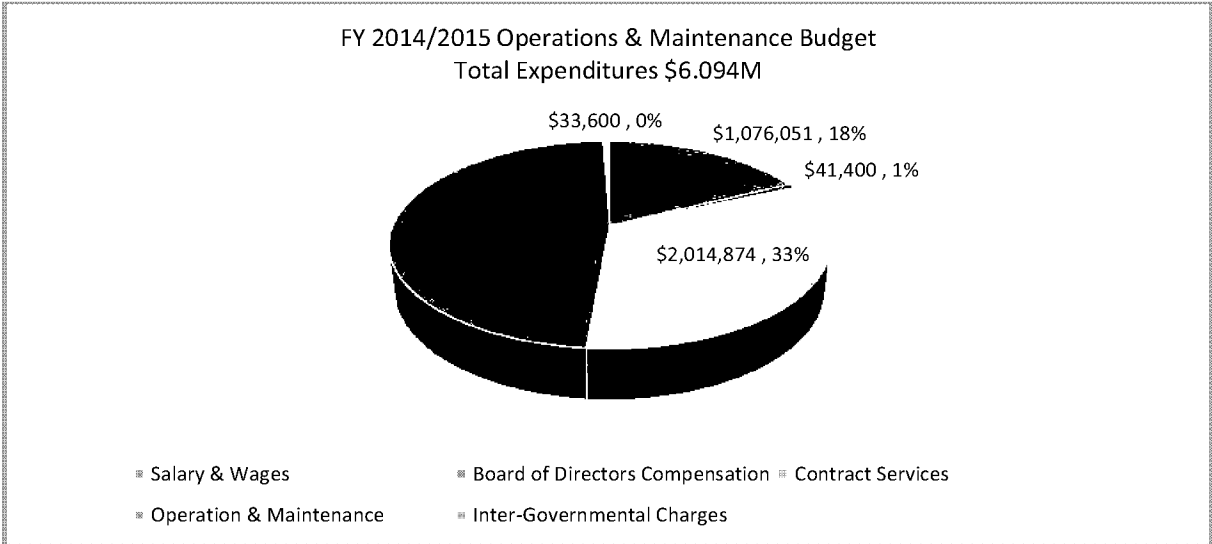
Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Total Budget	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
General Fund Total	\$640,443	\$207,477	\$676,000	\$676,000

Water Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
Board of Directors				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
Consulting Services				
Consulting Services	\$153,320	\$54,161	\$114,900	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$10,000	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
Inter-Governmental Charges				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
Water Fund Total	\$1,954,930	\$1,661,781	\$2,213,405	\$2,231,140

Wastewater Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
Board of Directors				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$229,980	\$173,714	\$185,100	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
Inter-Governmental Charges				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
Wastewater Fund Total	\$3,498,664	\$2,318,079	\$3,312,037	\$3,294,230

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



***Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget***



The Capital Improvement Program for Fiscal Year 2015/2017 is valued at \$15,890,740 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$10,000,740 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$350,000 for the approved Building and Improvements, \$15,000 for Equipment purchases and \$525,000 for Infrastructure replacement Funds.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

For FY 2015/2016 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$9,742,740; of which is \$2,004,000 is allocated to the construction work of the Wastewater Master plan which will be financed and \$7,070,740 is allocated for growth induced projects. \$668,000 is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, upgrade of Ox Ditch #2, Sandblast Epoxy Clarifier #1, Plant 1 Headworks Cleaning; and rehab transfer station Plant 1&2.

Water Capital Improvements and Structures & Replacements

For FY 2015/2016 The CIP for Domestic Water production includes 2 projects at total combined cost of \$258,000. The CIP projects include replacing 8-in Mainline on with new 16in C905 on Willow Lake Rd and Storm Drain repairs at the Newport Water Treatment plant.

Equipment: Capital

The district plans to purchase a portable light trailer in fiscal year 2015/2016 in the amount of \$15,000.

Vehicle: Capital

There are no planned vehicle purchases listed for FY 2015/2016 at this time.

Building and Improvements

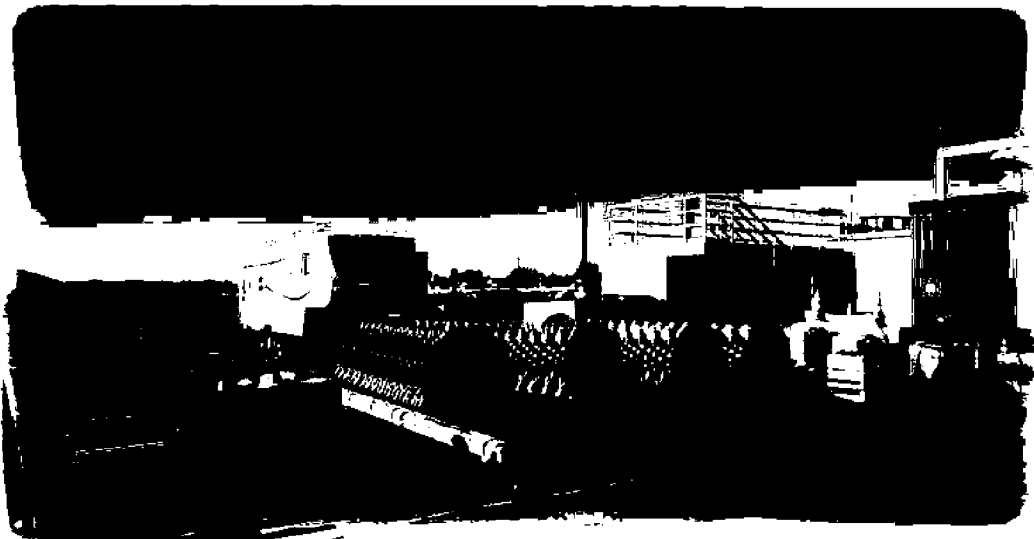
For FY 2015/2016 there are 2 planned Building & Improvement projects totaling \$350,000. These projects included \$150,000 for district offices design and \$200,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2.

Infrastructure Replacement Fund

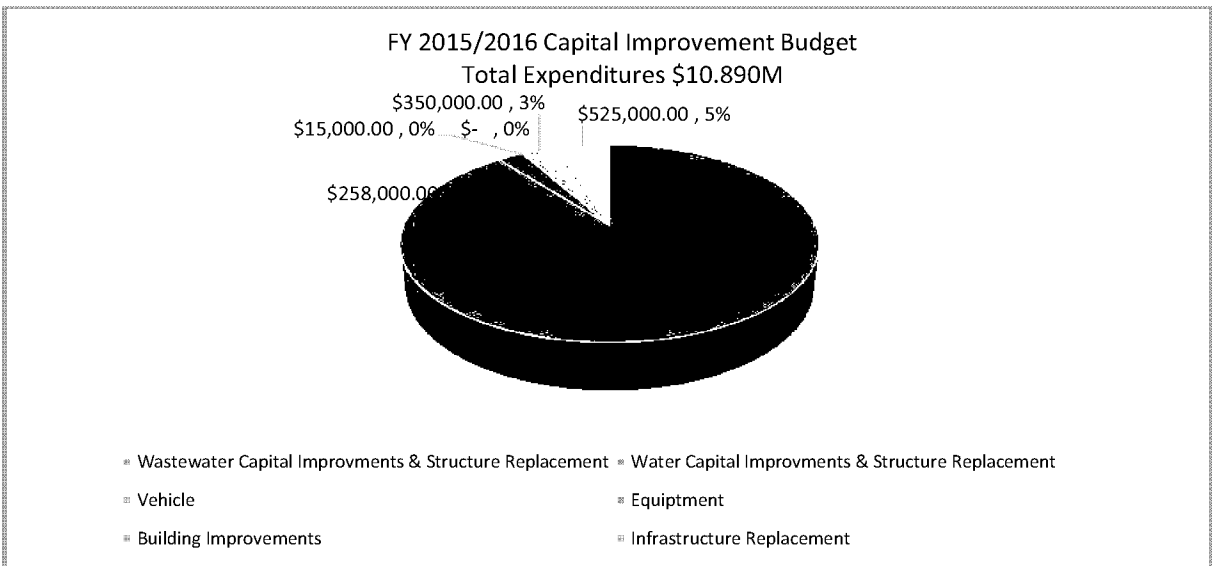
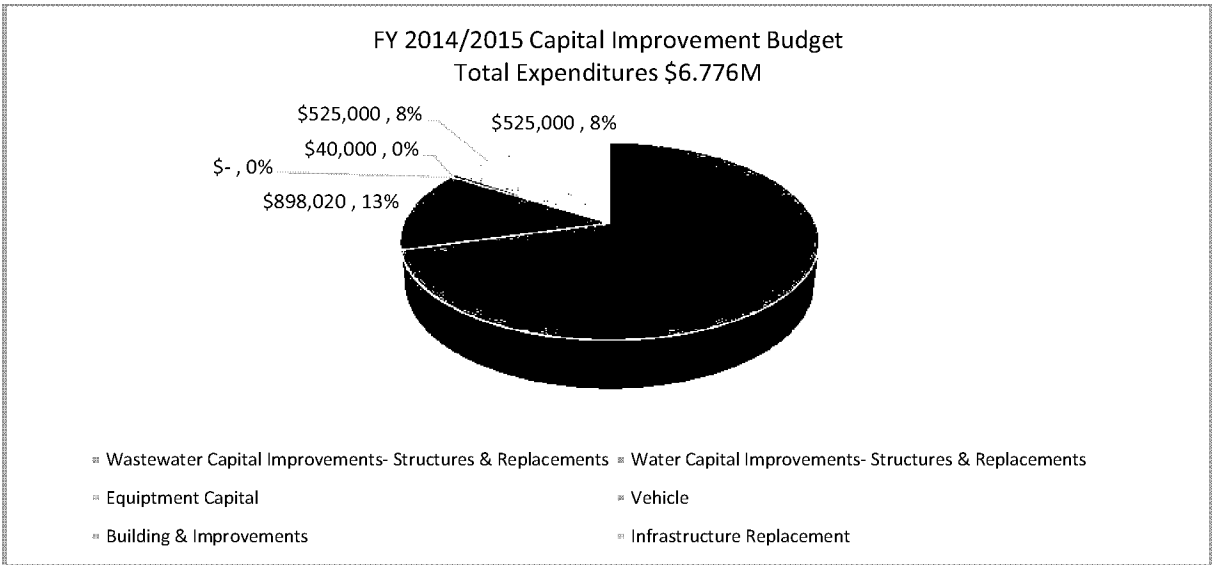
The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2015/2016 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Wastewater Capital Improvements & Structures Replacement	\$4,788,952	\$4,947,728	\$9,742,740	\$448,000
Water Capital Improvements & Structures Replacement	\$898,020	\$1,005,125	\$258,000	\$794,200
Vehicle Capital	\$40,000			
Equipment Capital		\$28,513	\$15,000	
Building & Improvements	\$525,000	\$49,531	\$350,000	\$2,400,000
Infrastructure Replacement	\$525,000	\$485,000	\$525,000	\$525,000
Total Capital Improvements	\$6,776,972	\$6,575,897	\$10,890,740	\$4,167,200

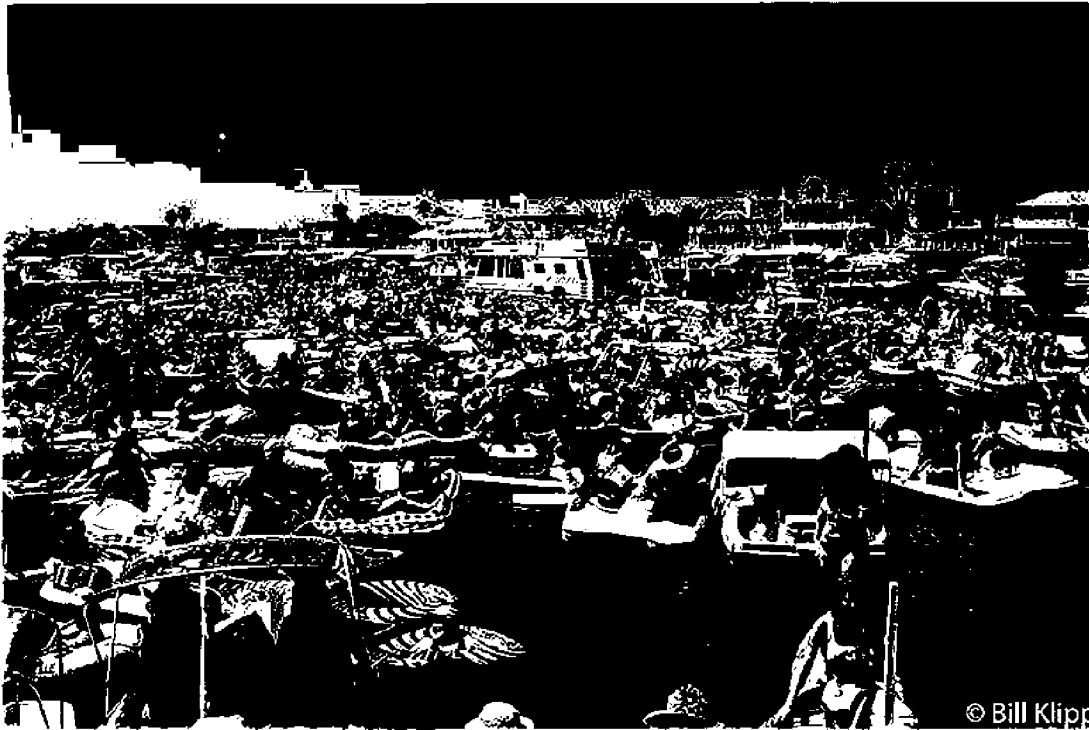
- Please see section of document "All In One Place" for list of Capital Improvement projects and 5 year spending plan.



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Capital Improvement Budget**



*Town of Discovery Bay Community Services District
Contra Costa County, California*



***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape***



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operating & Capital Reserves
 Lighting & Landscape Districts 8 & 9**



The Town of Discovery Bay CSD (TODBCSD) Lighting & Landscape District has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Zone 8	\$400,000	\$315,800*	\$315,800	\$315,800
Zone 9	\$150,000	\$150,000	\$150,000	\$150,000
Reserves Draw Down		(84,200.00)		
Total L&L Reserves	\$550,000	\$465,800	\$465,800	\$465,800

*Reserve Draw-Down Detail FY 14/15

* Zone 8-Tennis Courts Resurfacing Saviano Company \$84,200

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8 Revenue, Expenditure
 and Capital Improvement Budget**



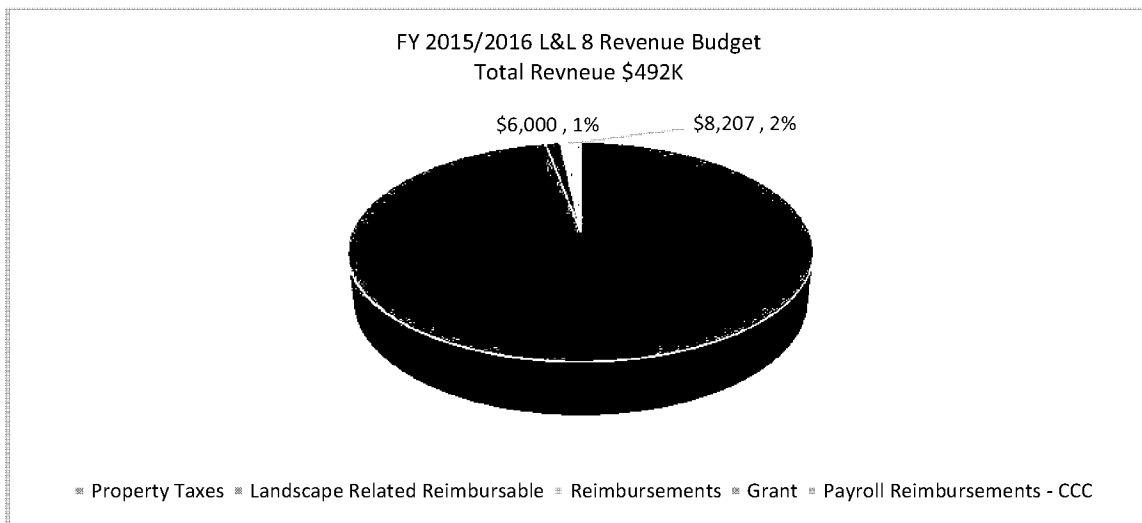
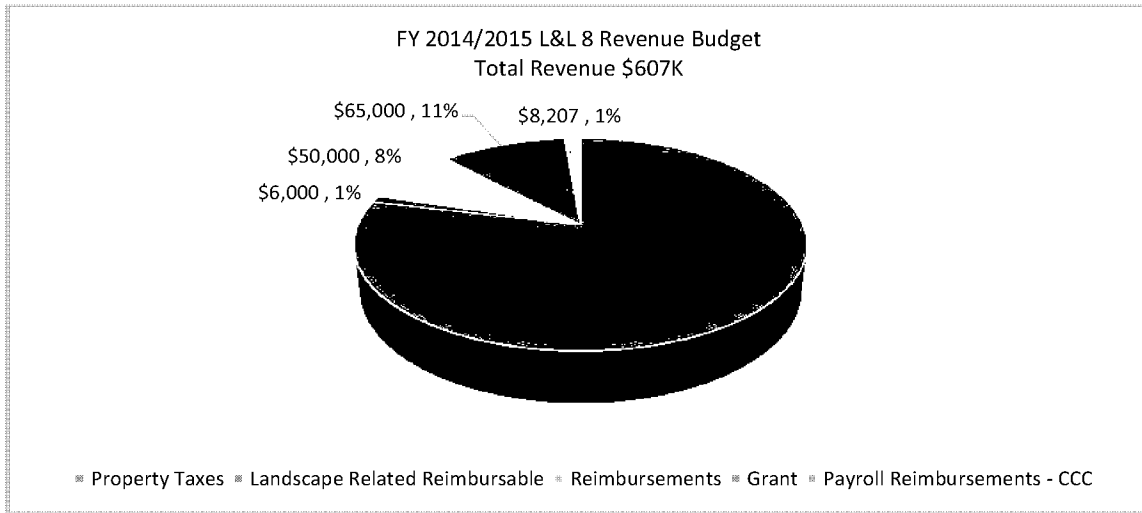
L&L 8 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$478,000	\$287,982	\$478,000	\$478,000
Grant	\$65,000			
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements	\$50,000	\$790		
Payroll Reimbursable	\$8,206		\$8,207	\$8,207
Total Revenue	\$607,206	\$288,772	\$492,007	\$492,207

L&L 8 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$89,259	\$62,997	\$94,259	\$98,030
Employer Taxes	\$9,917	\$6,000	\$9,917	\$9,917
Reimbursement of Wages				
Reimbursement of ER Taxes		\$1,324		
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,000	\$839	\$1,000	\$1,000
Audit	\$2,220		\$2,220	\$2,200
Operations & Maintenance				
Travel	\$1,000	\$230	\$1,000	\$1,000
Training	\$1,500	\$489	\$1,500	\$1,500
Subscriptions	\$200		\$200	\$200
Memberships	\$525	\$339	\$525	\$525
PR, Advertising & Elections	\$50	\$174	\$50	\$50
Telecommunications	\$3,325	\$2,153	\$3,325	\$3,325
Materials	\$2,000	\$2,213	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$5,000	\$3,645	\$5,000	\$5,000
Repairs & Maintenance	\$4,950	\$4,334	\$4,950	\$4,950
Office Supplies	\$2,450	\$788	\$2,450	\$2,450
Rent & Facility Exp	\$55,000	\$37,542	\$70,000	\$55,000
Insurance	\$1,700		\$1,700	\$1,700

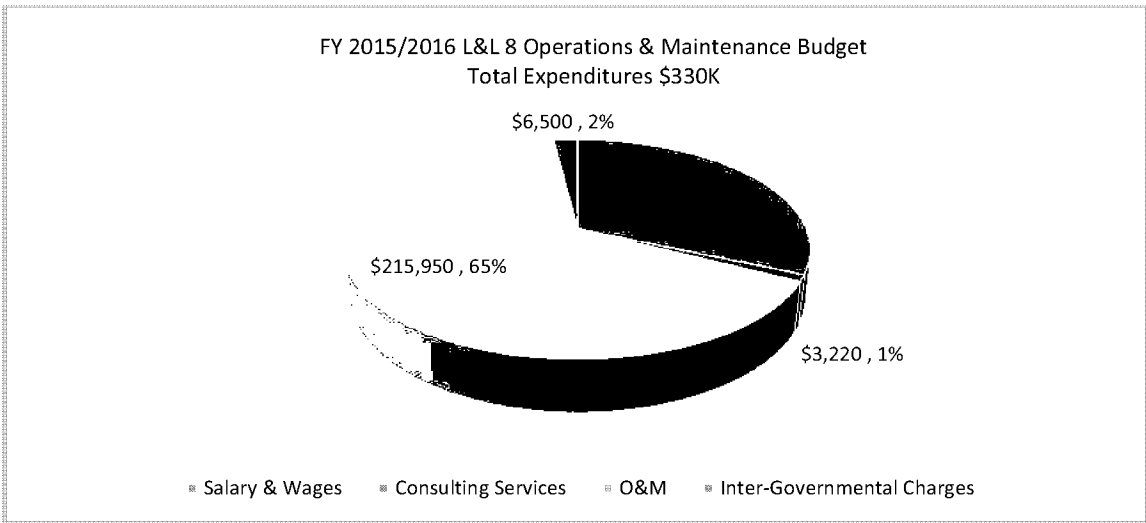
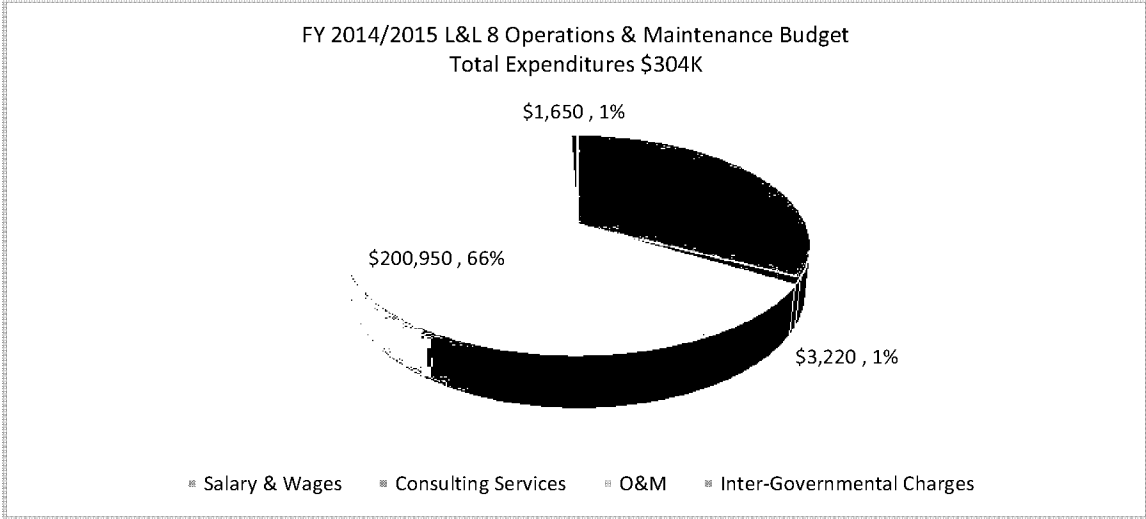
Permits & Fees				
Utilities	\$118,500	\$91,875	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$4,750	\$2,182	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,650	\$8,155	\$6,500	\$6,500
Total Expenditures	\$304,996	\$225,254	\$329,846	\$318,597

L&L 8 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Equipment	\$5,500	\$3,390	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$12,247	\$2,500	\$2,500
Streetscapes	\$80,394	\$1,932	\$2,500	\$2,500
Total CIP	\$160,661	\$17,569	\$7,500	\$7,500

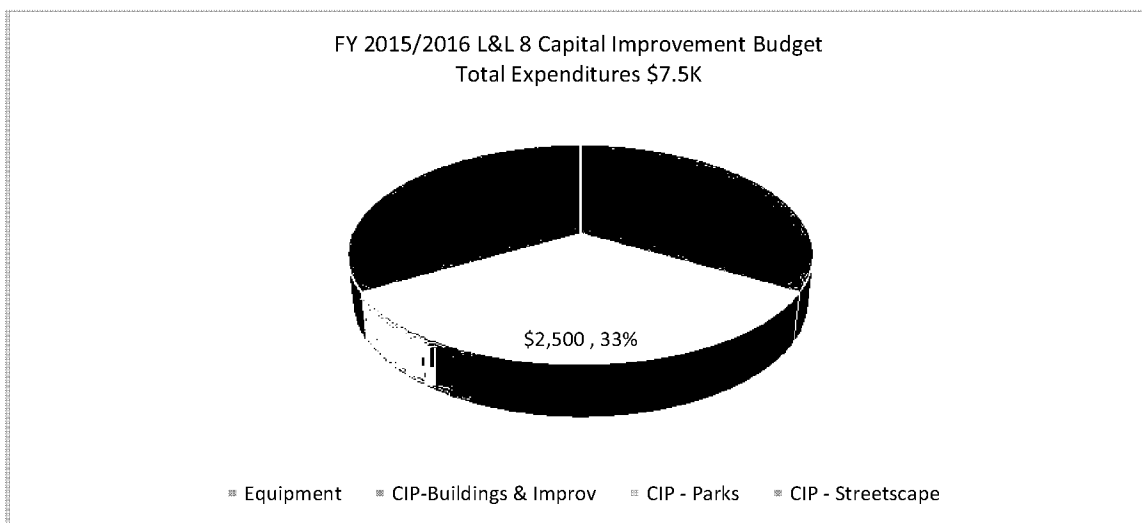
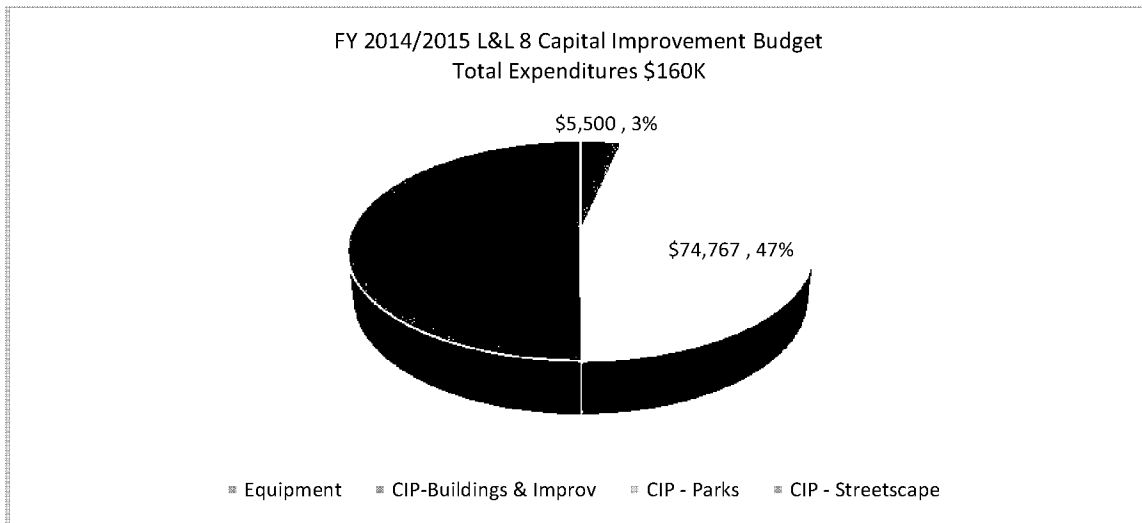
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8 Revenue, Expenditure
 and Capital Improvement Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8 Revenue, Expenditure
 and Capital Improvement Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8 Revenue, Expenditure
 and Capital Improvement Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



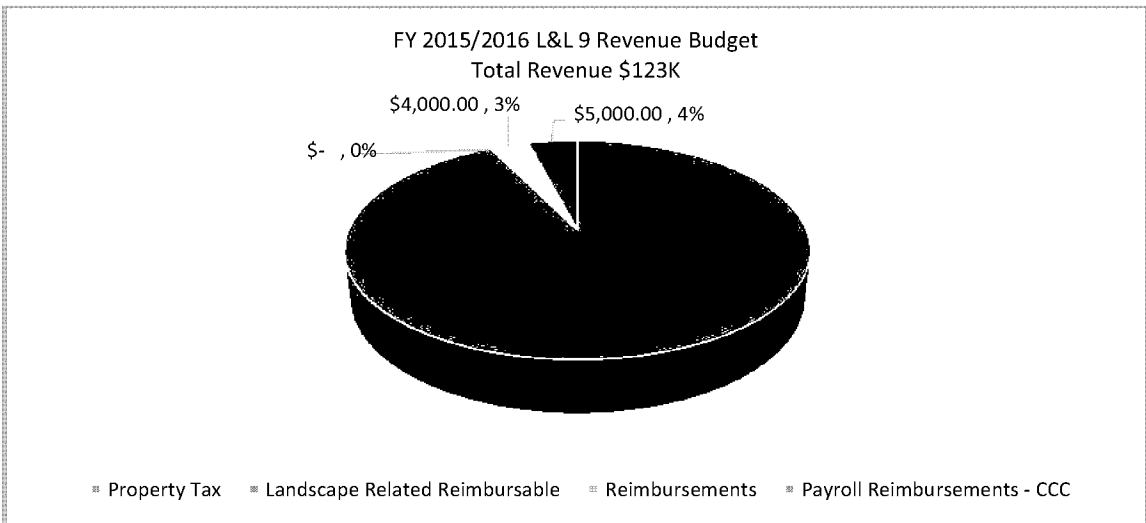
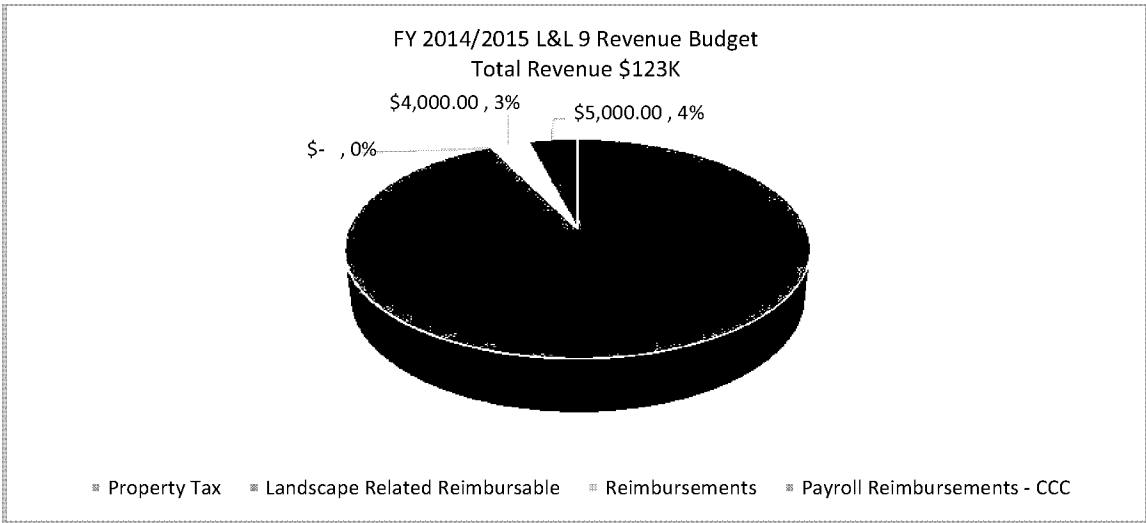
L&L 9 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$114,000	\$62,100	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements	\$4,000	\$719	\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
Total Revenue	\$123,000	\$62,819	\$123,000	\$123,000

L&L 9 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$33,424	\$9,954	\$47,308	\$47,308
Employer Taxes	\$3,713		\$5,054	\$5,054
Temp Employees				
Consulting				
Consulting Services	\$4,100		\$4,100	\$4,100
Legal	\$1,000	\$193	\$1,000	\$1,000
Audit	\$2,200		\$2,200	\$2,220
Operations & Maintenance				
Travel	\$500	\$65	\$500	\$500
Training	\$300	\$54	\$300	\$300
Subscriptions	\$200		\$200	\$200
Memberships	\$240	\$369	\$240	\$400
PR, Advertising & Elections	\$60	\$127	\$60	\$60
Telecommunications	\$2,450	\$2,235	\$2,450	\$2,450
Materials	\$1,700	\$1,015	\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$3,250	\$2,783	\$3,250	\$3,250
Repairs & Maintenance	\$3,200	\$2,778	\$3,200	\$3,200
Office Supplies	\$1,550	\$408	\$1,550	\$1,550
Rent & Facility Exp	\$28,350	\$25,527	\$15,850	\$15,850
Insurance	\$1,200		\$1,200	\$1,200
Permits & Fees				
Utilities	\$21,450	\$18,746	\$21,450	\$21,450
Chemicals				
Freight				

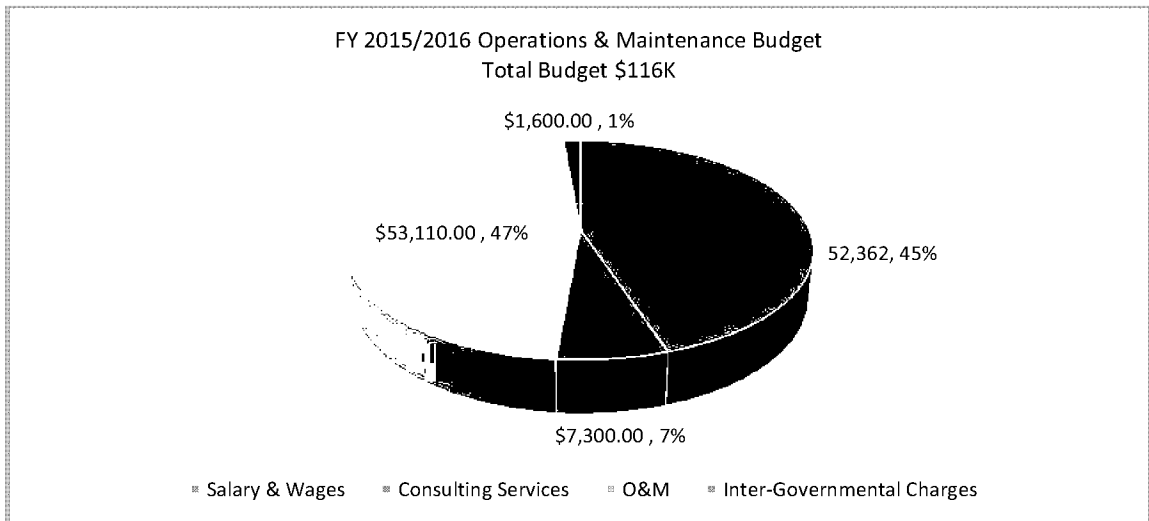
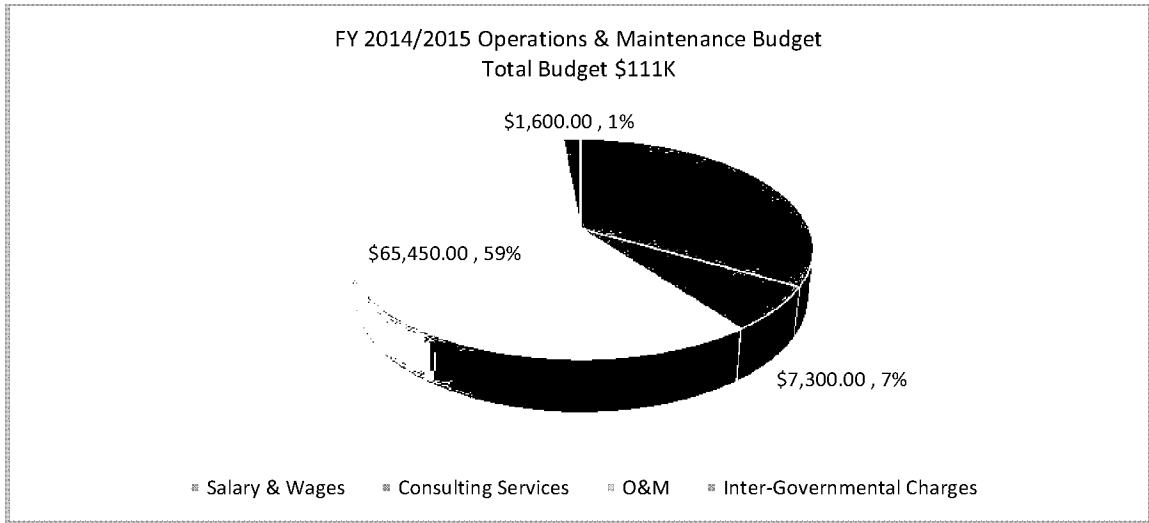
Other	\$1,000	\$1,060	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,600	\$425	\$1,600	\$1,600
Total Expenditures	\$111,487	\$65,739	\$114,212	\$116,264

L&L 9 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Buildings & Improvements		\$4,007		
Equipment	\$500	\$137	\$500	\$500
Parks	\$6,500	\$5,051	\$6,500	\$6,500
Streetscapes		\$1,923	\$2,000	\$2,000
Total CIP	\$7,000	\$11,118	\$9,000	\$9,000

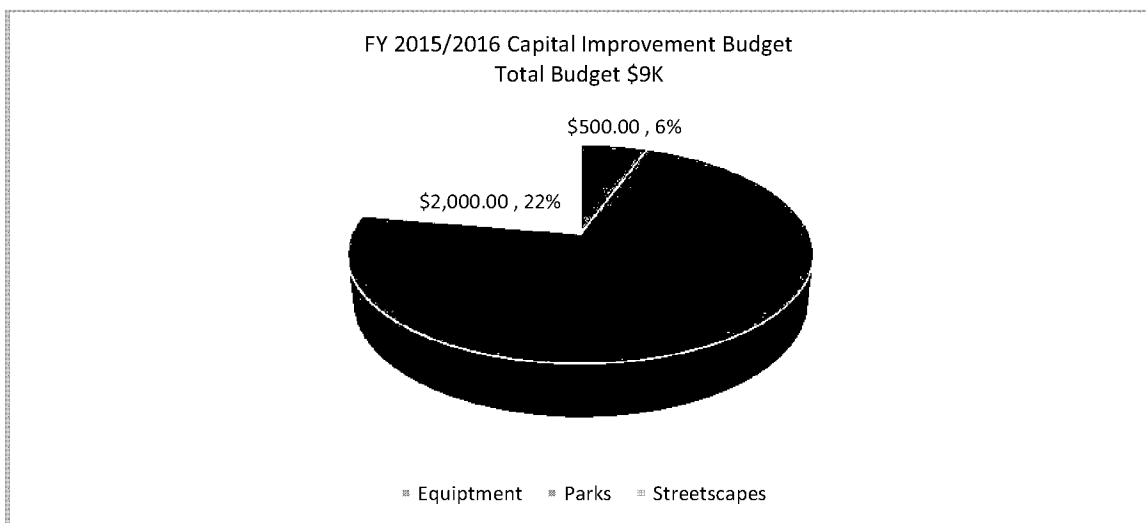
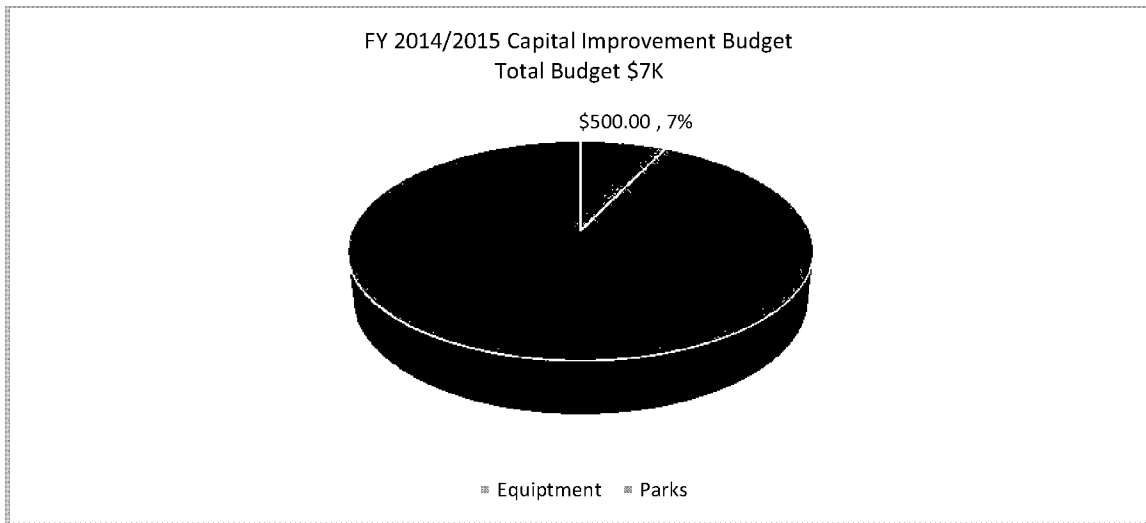
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



**Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure
and Capital Improvement Budget**



*Town of Discovery Bay Community Services District
Contra Costa County, California*



***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center***



The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas. In Feb of 2013 the Town transitioned the prior athletic club operation into the Community Center and operated the facility through June 30, 2013 in that capacity. The Community Center Committee was formed to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 15/16 the Operations and Maintenance (O&M) program has a proposed spending plan of \$302,608. There are no planned CIP projects for FY 15/16.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Recreation & Community Center Revenue, Operations
 & Maintenance and Capital Improvement Budget**



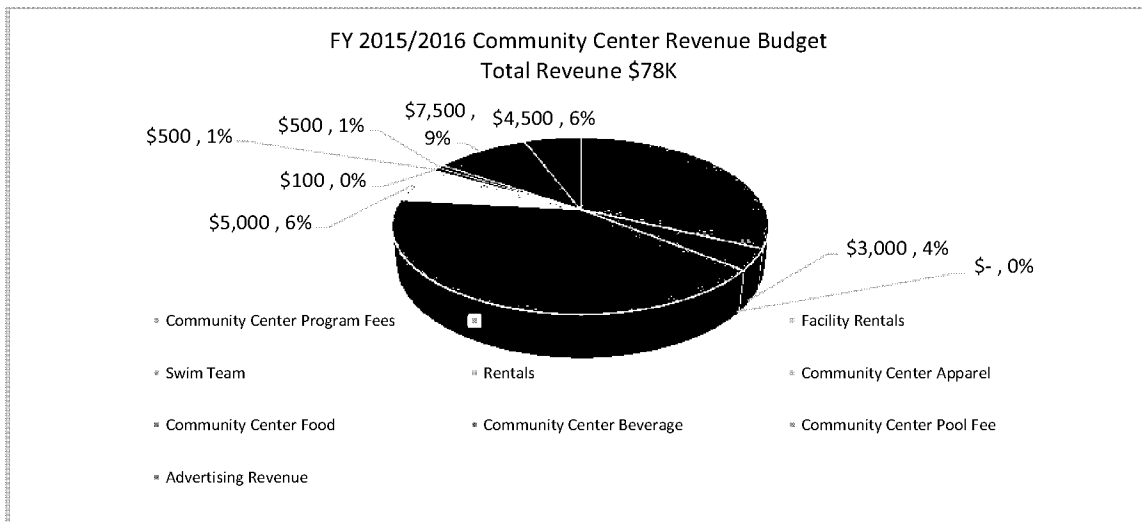
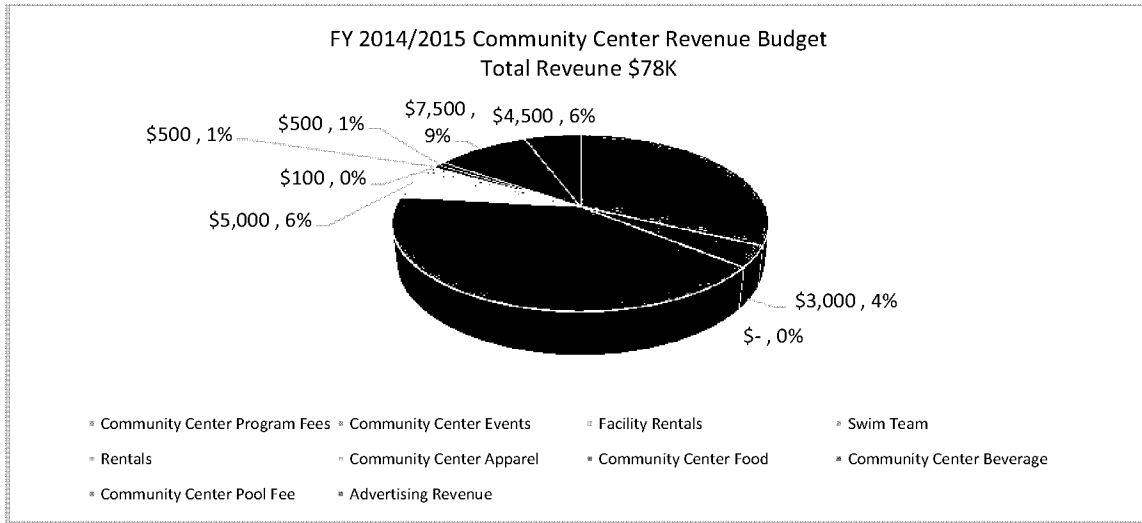
Community Center Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Program Fees	\$25,000		\$25,000	\$25,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5000		\$5000	\$5000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
Total Revenue	\$78,100	\$69,887	\$78,100	\$78,100

Community Center Expenses	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes	\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,500	\$1,560	\$1,500	\$1,500
Audit			\$1,000	\$1,000
Operations & Maintenance				
Travel	\$700	\$379	\$700	\$700
Training	\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions	\$300	\$305	\$300	\$300
Memberships				
Events		\$2,485		
PR, Advertising & Elections	\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,377	\$3,700	\$3,700
Materials		\$514		
Automotive Fuel, Supplies & Repairs	\$100	\$383	\$100	\$100
Repairs & Maintenance	\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies	\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$14,365	\$9,000	\$9,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$730	\$2,000	\$2,000
Utilities	\$35,000	\$22,079	\$35,000	\$35,000

Chemicals	\$3,000	\$2,773	\$3,000	\$3,000
Freight				
Other	\$6,800	\$8,125	\$6,800	\$6,800
Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,000
Inter-Governmental Charges				
Inter-Governmental Charges			\$200	\$200
Total Expenditures	\$295,108	\$166,942	\$302,608	\$302,608

Community Center CIP	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Building & Improvements	\$115,000	\$148,703	N/A	N/A
Total CIP	\$115,000	\$148,703	N/A	N/A

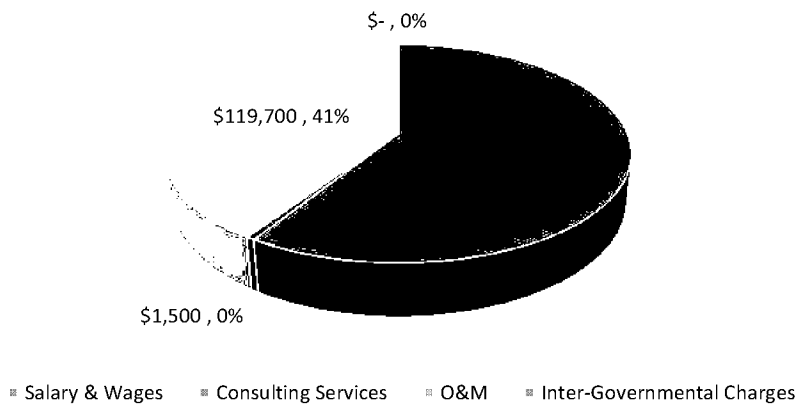
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Recreation & Community Center Revenue, Operations
 & Maintenance and Capital Improvement Budget**



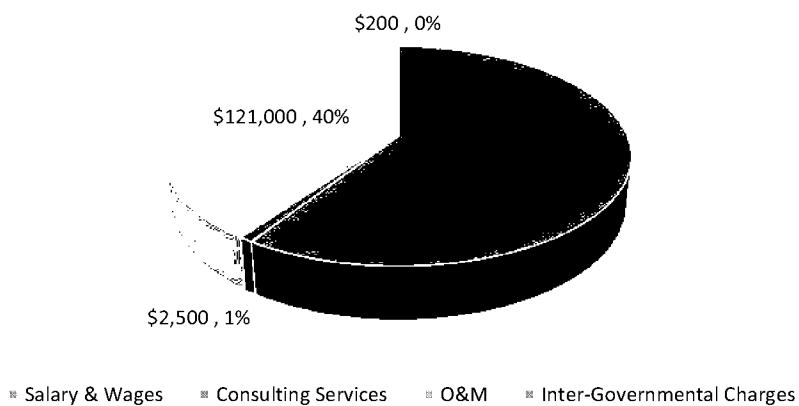
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Recreation & Community Center Revenue, Operations
 & Maintenance and Capital Improvement Budget**



FY 2014/2015 Community Center Operations & Maintenance Budget
 Total Expenditures \$295K



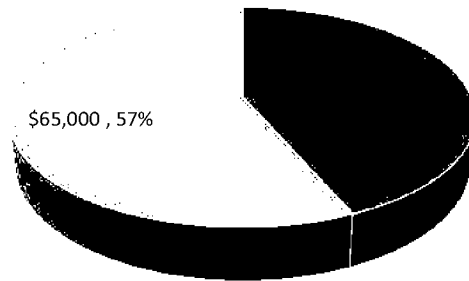
FY 2015/2016 Community Center Operations & Maintenance Budget
 Total Expenditures \$303K



**Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue, Operations
& Maintenance and Capital Improvement Budget**



FY 2014/2015 Community Center Capital Improvement Budget
Total Expenditures \$115K



- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts



All in One Place

- ❖ Revenue Budget
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Operating & Maintenance Budget
- ❖ Lighting & Landscaping Capital Improvement Budget
- ❖ Recreation Operating & Maintenance Budget and Capital Improvement Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – “Where the money comes from”



Revenue Projections			As of March 2015		
Fiscal Year	2013/2014	2014/2015	2014/2015	2015/2016	2016/2017
Account Description	Actuals	Budget	Actuals	Budget	Budget
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000	\$16,200	\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee- CIP	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee- CIP	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee				\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing- CIP	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account- CIP	\$76,005	\$300,000			
Contribution from Reserves				\$67,794	
Unconstrained Revenue				\$7,070,740	
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
Grand Total Revenue	\$13,209,215	\$12,871,018	\$9,964,861	\$17,092,183	\$8,102,567

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operating & Capital Reserves**



Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Water & Wastewater Reserves	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$202,204*	\$280,000	\$330,000
Draw Down*	(\$35,527)	(\$68,552.06)		
Reserves Total	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$1,358,473	\$1,851,347	\$2,376,347	\$2,901,347
Total Reserves	\$5,456,686	\$6,031,560	\$6,556,560	\$7,081,560

*Reserve Draw-Down Detail FY 14/15

*Facilities & Vehicle Replacement -- Ford F250 4x4 \$27,795.30

*Pumps/Motors Replacement -- \$50,000

* Sewer Replacement -- \$80,000

*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,080,700	\$5,007,230
Total	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Total Budget	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
General Fund Total	\$640,443	\$207,477	\$676,000	\$676,000

Water Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
Board of Directors				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
Consulting Services				
Consulting Services	\$153,320	\$54,161	\$114,900	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$10,000	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
Inter-Governmental Charges				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
Water Fund Total	\$1,954,930	\$1,661,781	\$2,213,405	\$2,231,140

Wastewater Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
Board of Directors				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$229,980	\$173,714	\$185,100	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
Inter-Governmental Charges				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
Wastewater Fund Total	\$3,498,664	\$2,318,079	\$3,312,037	\$3,294,230

6/30/2015			Adopted 2014/2015 Budget			2014/2015 Budget + Changes			2014/2015 Actuals		
Department	Title	Project #	Project Name								
Active Projects	Equipment	2021/1100	107 Potable Light Trailer								
Active Projects	Vehicles	2021-1120	20 Vehicle Purchases	\$	40,000.00	\$	40,000.00				
Active Projects	CIP Building & Improvements	2021-1150	73 Vehicle Storage Facility	\$	150,000.00	\$	-				
Active Projects	CIP Building & Improvements	2021-1150	75 District Offices	\$	200,000.00	\$	115,000.00	\$	45,030.81		
Active Projects	CIP Building & Improvements	20-1150	74 Reclaimed Water Project	\$	25,000.00	\$	25,000.00	\$	4,500.00		
Active Projects	CIP Building & Improvements	20-1150	82 Well #2 Building Roof & Structures Rep & Repairs	\$	627,300.00	\$	877,300.00	\$	1,015,554.87		
Active Projects	CIP Water	20-1160	51 Well #	\$	207,200.00	\$	-	\$	-		
Active Projects	CIP Water	20-1160	52 Well #	\$	-	\$	-	\$	-		
Active Projects	CIP Water	20-1160	54 Treatment Filter Unit at Willow Lk WTP, media etc.	\$	-	\$	-	\$	-		
Active Projects	CIP Water	20-1160	55 New Backwash Tank at Willow Lk WTP, 3 pumps, pb.	\$	-	\$	-	\$	-		
Active Projects	CIP Water	20-1160	56 New Recycle Pumps at Willow Lk WTP	\$	-	\$	-	\$	-		
Active Projects	CIP Water	20-1160	57 Recycle Pump Upgrade-Newport	\$	-	\$	-	\$	-		
Active Projects	CIP Water	20-1170	109 Storm Drain Repair at Newport WTP	\$	250,000.00	\$	-	\$	-		
Active Projects	Structures & Improvements W/	20-1170	60 Replace 8 in mainline w/ new 8 in C805- willow lk	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements W/	21-1170	61 New Water Storage Tank - Newport WTP	\$	-	\$	-	\$	-		
Active Projects	Equipment	21-1170	104 Working at willow lake	\$	-	\$	-	\$	-		
Active Projects	CIP Wastewater	21-1155	6 Secondary Effluent Pump Station Modifications	\$	37,500.00	\$	37,500.00	\$	37,500.00		
Active Projects	CIP Wastewater	21-1155	6 Secondary Effluent Equalization	\$	69,350.00	\$	-	\$	-		
Active Projects	CIP Wastewater	21-1155	7 Effluent Filtration	\$	390,490.00	\$	296,490.00	\$	296,490.00		
Active Projects	CIP Wastewater	21-1155	10 Upgrade UV Disinfection	\$	-	\$	-	\$	-		
Active Projects	CIP Wastewater	21-1155	12 Add Pump to Export Pump Station	\$	-	\$	-	\$	-		
Active Projects	CIP Wastewater	21-1155	19 Annual Utilation Improvements	\$	370,000.00	\$	289,993.00	\$	417,450.00		
Active Projects	CIP Wastewater	21-1155	16 Annual SCADA Improvements	\$	350,000.00	\$	370,000.00	\$	36,073.40		
Active Projects	CIP Wastewater	21-1155	87 Identify Project	\$	-	\$	-	\$	-		
Active Projects	CIP Wastewater	21-1155	104 Street coating of plant 1, and portion of Channel R4	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements WW	21-1170	4 Splitter Box, Ox. Ditch, Clarifier, FAS pumps at P2	\$	3,056,000.00	\$	3,091,000.00	\$	3,315,861.77		
Active Projects	Structures & Improvements WW	21-1170	40 Annual Rehab Manholes	\$	18,000.00	\$	19,000.00	\$	21,596.25		
Active Projects	Structures & Improvements WW	21-1170	41 Annual Rehab Manholes	\$	10,000.00	\$	10,000.00	\$	9,800.00		
Active Projects	Structures & Improvements WW	21-1170	71 Upgrade Ox. Ditch 1	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements WW	21-1170	72 Upgrade Ox. Ditch 2	\$	50,000.00	\$	50,000.00	\$	50,000.00		
Active Projects	Structures & Improvements WW	21-1170	77 Plant 1 FAS Pumpation Control Panel	\$	30,000.00	\$	30,000.00	\$	30,000.00		
Active Projects	Structures & Improvements WW	21-1170	83 Valve Replacement Project	\$	30,000.00	\$	30,000.00	\$	30,000.00		
Active Projects	Structures & Improvements WW	21-1170	84 Monitoring Well WWWWTF#2	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements WW	21-1170	89 Sandblast & Epoxy Clarifier #1 WWWWTF#1	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements WW	21-1170	100 Replace slider control blowers at Hasabok (both plants)	\$	30,000.00	\$	30,000.00	\$	30,000.00		
Active Projects	Structures & Improvements WW	21-1170	101 Plant 1 Hookwork cleaning, repairs & coating	\$	-	\$	-	\$	-		
Active Projects	Structures & Improvements WW	21-1170	103 Rehab transfer stations plant 1&2	\$	-	\$	-	\$	-		
Closed Projects	Equipment	2021/1100	39 Security Camera's	\$	-	\$	-	\$	28,513.45		
Closed Projects	CIP Wastewater	21-1155	38 Filter to Plant 1	\$	-	\$	-	\$	11,206.84		
Closed Projects	Structures & Improvements WW	21-1170	1 Influent Pump Station Modifications	\$	-	\$	-	\$	-		
Closed Projects	Structures & Improvements WW	21-1170	2 Re-Activate Pump Station W	\$	-	\$	-	\$	-		
Closed Projects	Structures & Improvements WW	21-1170	3 Emergency Storage Facilities	\$	114,210.00	\$	114,210.00	\$	150,000.00		
Closed Projects	Structures & Improvements WW	21-1170	13 Solids improvements, phase 1: New Solar Dryers & 2	\$	-	\$	-	\$	233,248.50		
Closed Projects	Structures & Improvements WW	21-1170	14 Solids improvements, Phase 2: One New Solar Dryer	\$	-	\$	-	\$	-		
Closed Projects	Structures & Improvements WW	21-1170	62 UR Station F Rehab	\$	412,372.00	\$	413,372.00	\$	32,893.55		
Closed Projects	Structures & Improvements WW	21-1170	84 Monitoring Well WWWWTF#2	\$	30,000.00	\$	30,000.00	\$	289,790.11		
Replacement Program	Infrastructure Replacement Funds	2021-1180	47 Sewer Infrastructure Replacement Program	\$	200,000.00	\$	200,000.00	\$	200,000.00		
Replacement Program	Infrastructure Replacement Funds	2021-1180	48 Pump/Inlets Replacement Fund Program	\$	50,000.00	\$	50,000.00	\$	50,000.00		
Replacement Program	Infrastructure Replacement Funds	2021-1180	49 Water Infrastructure Replacement Program	\$	200,000.00	\$	200,000.00	\$	150,000.00		
Replacement Program	Infrastructure Replacement Funds	2021-1180	50 Facilities & Vehicles Replacement Fund	\$	50,000.00	\$	50,000.00	\$	50,000.00		
Replacement Program	Infrastructure Replacement Funds	2021-1180	57 Generator Program	\$	25,000.00	\$	25,000.00	\$	25,000.00		

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operating & Capital Reserves
 Lighting & Landscape Districts 8 & 9**



The Town of Discovery Bay CSD (TODBCSD) Lighting & Landscape District has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Zone 8	\$400,000	\$315,800*	\$315,800	\$315,800
Zone 9	\$150,000	\$150,000	\$150,000	\$150,000
Reserves Draw Down		(84,200.00)		
Total L&L Reserves	\$550,000	\$465,800	\$465,800	\$465,800

*Reserve Draw-Down Detail FY 14/15

* Zone 8-Tennis Courts Resurfacing Saviano Company \$84,200

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape**



L&L 8 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$478,000	\$287,982	\$478,000	\$478,000
Grant	\$65,000			
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements	\$50,000	\$790		
Payroll Reimbursable	\$8,206		\$8,207	\$8,207
Total Revenue	\$607,206	\$288,772	\$492,007	\$492,207

L&L 8 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$89,259	\$62,997	\$94,259	\$98,030
Employer Taxes	\$9,917	\$6,000	\$9,917	\$9,917
Reimbursement of Wages				
Reimbursement of ER Taxes		\$1,324		
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,000	\$839	\$1,000	\$1,000
Audit	\$2,220		\$2,220	\$2,200
Operations & Maintenance				
Travel	\$1,000	\$230	\$1,000	\$1,000
Training	\$1,500	\$489	\$1,500	\$1,500
Subscriptions	\$200		\$200	\$200
Memberships	\$525	\$339	\$525	\$525
PR, Advertising & Elections	\$50	\$174	\$50	\$50
Telecommunications	\$3,325	\$2,153	\$3,325	\$3,325
Materials	\$2,000	\$2,213	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$5,000	\$3,645	\$5,000	\$5,000
Repairs & Maintenance	\$4,950	\$4,334	\$4,950	\$4,950
Office Supplies	\$2,450	\$788	\$2,450	\$2,450
Rent & Facility Exp	\$55,000	\$37,542	\$70,000	\$55,000
Insurance	\$1,700		\$1,700	\$1,700
Permits & Fees				
Utilities	\$118,500	\$91,875	\$118,500	\$118,500
Chemicals				
Freight				

Other	\$4,750	\$2,182	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,650	\$8,155	\$6,500	\$6,500
Total Expenditures	\$304,996	\$225,254	\$329,846	\$318,597

L&L 8 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Equipment	\$5,500	\$3,390	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$12,247	\$2,500	\$2,500
Streetscapes	\$80,394	\$1,932	\$2,500	\$2,500
Total Revenue	\$160,661	\$17,569	\$7,500	\$7,500



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**

L&L 9 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$114,000	\$62,100	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements	\$4,000	\$719	\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
Total Revenue	\$123,000	\$62,819	\$123,000	\$123,000

L&L 9 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$33,424	\$9,954	\$47,308	\$47,308
Employer Taxes	\$3,713		\$5,054	\$5,054
Temp Employees				
Consulting				
Consulting Services	\$4,100		\$4,100	\$4,100
Legal	\$1,000	\$193	\$1,000	\$1,000
Audit	\$2,200		\$2,200	\$2,220
Operations & Maintenance				
Travel	\$500	\$65	\$500	\$500
Training	\$300	\$54	\$300	\$300
Subscriptions	\$200		\$200	\$200
Memberships	\$240	\$369	\$240	\$400
PR, Advertising & Elections	\$60	\$127	\$60	\$60
Telecommunications	\$2,450	\$2,235	\$2,450	\$2,450
Materials	\$1,700	\$1,015	\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$3,250	\$2,783	\$3,250	\$3,250
Repairs & Maintenance	\$3,200	\$2,778	\$3,200	\$3,200
Office Supplies	\$1,550	\$408	\$1,550	\$1,550
Rent & Facility Exp	\$28,350	\$25,527	\$15,850	\$15,850
Insurance	\$1,200		\$1,200	\$1,200
Permits & Fees				
Utilities	\$21,450	\$18,746	\$21,450	\$21,450
Chemicals				

Freight				
Other	\$1,000	\$1,060	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,600	\$425	\$1,600	\$1,600
Total Expenditures	\$111,487	\$65,739	\$114,212	\$116,264

L&L 9 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Buildings & Improvements		\$4,007		
Equipment	\$500	\$137	\$500	\$500
Parks	\$6,500	\$5,051	\$6,500	\$6,500
Streetscapes		\$1,923	\$2,000	\$2,000
CIP Total	\$7,000	\$11,118	\$9,000	\$9,000

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Recreation & Community Center**



Community Center Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Program Fees	\$25,000		\$25,000	\$25,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5000		\$5000	\$5000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
Total Revenue	\$78,100	\$69,887	\$78,100	\$78,100

Community Center Expenses	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes	\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,500	\$1,560	\$1,500	\$1,500
Audit			\$1,000	\$1,000
Operations & Maintenance				
Travel	\$700	\$379	\$700	\$700
Training	\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions	\$300	\$305	\$300	\$300
Memberships				
Events		\$2,485		
PR, Advertising & Elections	\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,377	\$3,700	\$3,700
Materials		\$514		
Automotive Fuel, Supplies & Repairs	\$100	\$383	\$100	\$100
Repairs & Maintenance	\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies	\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$14,365	\$9,000	\$9,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$730	\$2,000	\$2,000
Utilities	\$35,000	\$22,079	\$35,000	\$35,000
Chemicals	\$3,000	\$2,773	\$3,000	\$3,000
Freight				
Other	\$6,800	\$8,125	\$6,800	\$6,800

Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,00
Inter-Governmental Charges				
Inter-Governmental Charges			\$200	\$200
Total Expenditures	\$295,108	\$166,942	\$302,608	\$302,608

Community Center CIP	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Building & Improvements	\$115,000	\$148,703	N/A	N/A
Total CIP	\$115,000	\$148,703	N/A	N/A



Appendix A

❖ Salary Range Tables

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary Range Tables*



TOWN OF DISCOVERY BAY CSD									
Salary Range Table									
Effective July 1, 2011									
Range #	Minimum Pay Rate				Maximum Pay Rate				
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual	
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800	
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320	
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853	
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399	
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959	
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533	
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122	
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725	
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343	
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976	
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626	
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291	
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974	
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673	
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390	
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125	
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878	
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650	
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441	
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252	
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083	
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935	
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809	
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704	
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621	
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562	
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526	
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514	
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527	
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565	
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629	
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720	

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

Management Salary Range Table

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793

*Town of Discovery Bay Community Services District
Contra Costa County, California*



End



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2015-16 AND FISCAL YEAR 2016-17**

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

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2015 and ending on June 30, 2016; and

WHEREAS, The Board of Directors held a Special Board Workshop on May 27, 2015 for the sole purpose of deliberating the Draft FY 2015-16 Operating, Capital Improvement and Revenue Budget; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2013-14 draft budget, and as may be amended.

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

SECTION 1. The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2015-16 is hereby adopted.

SECTION 2. The Budget Document for FY 2015-16 is incorporated herein and is made a part of this Resolution.

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

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JUNE 2015.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 17, 2015, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 17, 2015

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

Agenda Title

Policy for Naming of Town Facilities and Adoption of Resolution No. 2015-11

Recommended Action

As Necessary

Executive Summary

On May 20, 2015 and again on June 3, 2015, President Steele requested the Board to consider naming the baseball field at Cornell Park after the late Darrel Weeden. A Discovery Bay resident, Mr. Weeden spent countless years coaching little league baseball to many kids who lived in Discovery Bay. President Steele received a request from a resident asking that the field at Cornell Park be named the "Darrel Weeden Field of Dreams" in his honor.

Mr. Weeden was also a Captain of San Jose FD Truck 35C. He passed away unexpectedly November 27th, 2014. He leaves behind a wife and four children, as well as a large extended family which includes his fire department brothers and sisters.

Before starting his life as a fire fighter, Darryl served as an Army Airborne Ranger in Panama as part of the Special Forces Recon Division during the US invasion to oust Panamanian President Noriega.

At the request of the Board, staff has worked with Legal Counsel to formulate a Facility Naming Policy for the Town's facilities. The proposed policy is utilized by the Livermore Area Recreation and Parks District and has been amended for the Town's use.

The Board has a variety of options, as follows:

1. Adopt Proposed Policy (changes can be made) and comply with the terms of the Policy;
2. Move forward with the name change to Darrel Weeden Field at Cornell Park and adopt the policy once that action has been taken; or
3. Take No action and seek additional information/materials.

Staff is prepared to take direction 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

N/A

Attachments

1. Proposed Policy No. 023; 2. Resolution No. 2015-11; 3. Letter requesting name recognition and additional materials

AGENDA ITEM: F-2



Town of Discovery Bay

Program Area: Board Policy	Policy Name: Facility Naming Policy	Policy Number: 023
Date Established: June 17, 2015	Date Amended: N/A	Resolution: 2015-11

Purpose of Policy

To establish the manner and criteria for which new or existing facilities within the Town of Discovery Bay shall be named.

It is to the benefit of the Town of Discovery Bay that a name for facilities be determined in order to clarify reference to, and identification of, the site for the benefit of the public, Town of Discovery Bay Board, and staff.

When appropriate, a facility may be named in honor of a person, if that person has made a major contribution to the community.

Naming Process

For any facility covered by this policy, the Town of Discovery Bay Board of Directors shall approve all facility names, consistent with this policy.

General Criteria

- a. Names of facilities should generally be easy and recognizable references for all residents and visitors.
- b. Historical names may be considered when the name is appropriate to the site.
- c. Descriptive nomenclature should be included in the name of the facility, such as "Community Park," "Neighborhood Park," or "Community Center."
- d. Specific areas within a facility may be named separately after an individual or for a geographical area.
- e. The facility name may be changed by action of the Town of Discovery Bay Board when community interests and events make such a change necessary.
- f. Developers who either contribute or construct facilities are not guaranteed the naming rights.

Specific Criteria for Naming New or Existing Facilities

Naming and dedications of facilities are a special recognition that is considered for persons deserving exceptional recognition for their unique, substantial or outstanding contributions. If the facility or a portion thereof, is to be named or dedicated for an individual, family, or organization, the Town of Discovery Bay Board shall consider and apply the following criteria:

1. Naming a facility after individuals, families, or organizations should only be considered when the individual, families, or organizations have made exceptional contributions to the community, which could include distinguished public service or community activities.
2. When the Town of Discovery Bay Board of Directors considers naming a facility after a person, if the person is no longer living, he/she must have been deceased for no less than five (5) years prior to approving the facility name.
3. When the Town of Discovery Bay Board of Directors considers naming a facility after a person who is, or has been, a Town of Discovery Bay Board member, his/her service as a Board member must have ended no less than five (5) years prior to approving the facility name.
4. The funding source for the appropriate signage will be identified at the time of naming any facility.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPT FACILITY NAMING POLICY NO. 023**

WHEREAS, The Town of Discovery Bay Community Services District will establish the manner and criteria for which new or existing facilities within the Town of Discovery Bay shall be named; and

WHEREAS, Naming the facility shall be clarified by reference and identification of the site for the benefit of the public, the Town of Discovery Bay Board and Staff; and

WHEREAS, When appropriate, a facility may be named in honor of a person, if that person has made a major contribution to the community.

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

SECTION 1. The Facility Naming Policy No. 023 is hereby adopted

SECTION 2. The Facility Naming Policy No. 023 is incorporated herein and is made a part of this Resolution.

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

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JUNE, 2015.

V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 17, 2015, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary

May 13, 2015

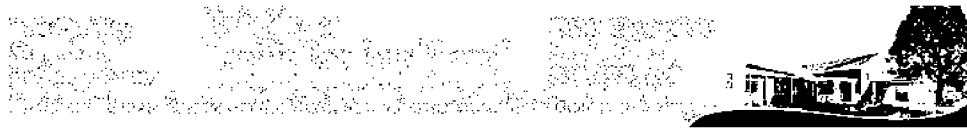
Dear Town of Discovery Bay Board of Directors,

I am writing this letter on behalf of the Broocker Family, the Pony League Bronco Mets team, and the dozens of families who have been blessed by the coaching of Darryl Weeden. Darryl passed away unexpectedly on November 27, 2014 at the young age of 50. He will be remembered as a loving husband, father, friend, Captain for the San Jose Fire Department and amazing baseball coach. He coached in the Pony Baseball League for 9 years. He had a very unique ability to not only teach kids the game and skills of baseball, but also to teach them sportsmanship, integrity, and how to have fun. Besides his own 4 children, he touched the lives of many kids and families throughout the Pony Baseball League. He is greatly missed by our Bronco Mets team this year.

We would like to propose that the baseball field at Cornell Park be dedicated to Darryl and the Weeden family, and therefore be named "Darryl Weeden's Field of Dreams". It was at Cornell Park that Darryl spent much of his time not only holding practices for the many teams he coached, but also taking all 4 of his kids out to work on their baseball skills and have some fun. Darryl's devotion to kids and baseball was one-of-a-kind.

We would generously donate the money, or would ourselves have a plaque made for this purpose and permanently attached somewhere near the field. We would like for your hand in honoring a Discovery Bay man who exemplified what a father/husband/coach should look like. Thank you so much for your consideration of this proposal.

Sincerely,
The Broocker Family



Obituaries

RESOURCES

- Weeden Pages (100+) [See More >](#)
- Weeden Mentions [See More >](#)
- Weeden Records (100+)



DARRYL ALAN WEEDEN

1964 - 2014 | Obituary | Condolences

Darryl Alan Weeden
 September 12, 1964 ~ November 27, 2014
 Discovery Bay, CA

Darryl Alan Weeden passed away unexpectedly on the morning of November 27, 2014. He was 50 years old. Born on September 12, 1964, in San Jose, California to Jim and Peggy Weeden he grew up in San Jose and graduated from Leigh High School in 1982. After high school, Darryl joined the Army and served for 7 years as a Team Sergeant in the Long Range Surveillance Detachment 7th Infantry Division and was a member of a Special Operations team during combat in the Republic of Panama. After his years in the Army he started on his quest to become a firefighter. Darryl spent 25 years in the fire service working with Scotts Valley, and Aptos/La Selva before finding his home at San Jose Fire. He has been with San Jose Fire for the past 17 years promoting through the ranks, serving as a Captain for the past 3 years. Darryl loved his job as a firefighter, and especially loved those that he worked with; his "fire family". Darryl married the love of his life, Lori Theilen in 1993, they built their life together and created a most beautiful family. Darryl was a loving husband and father and there is nothing in his life that he was more proud than carrying the label of "Husband" to Lori and "Dad" to Noah, Gunnar, Tanner and Joey. He cherished the life and home he and Lori created. His life revolved around family; from working on the house, delivering and picking up the kids from school, sewing Halloween costumes by hand, annual camping trips to Trinity, to just hanging out at home. Nothing was more important to him than family, and you didn't need to be blood related to be considered family. A fixture on the local baseball field, Darryl spent years coaching all of his kids in the Brentwood Pony League. He absolutely loved this time with his teams and his kids, coaching all of them at different levels. Darryl had the biggest heart and would do anything for anyone at anytime. He could lighten any situation with his sense of humor and a smile. He was always quick with wit and loved to tease and joke but always had a sincere way of saying hello and making everyone feel welcome and comfortable. Darryl is survived by his wife Lori Weeden, his four children; sons Noah, Gunnar, Tanner and his daughter Joey Weeden, his mother Peggy Weeden, and sister Laura Black as well as a large extended family that includes many nieces and nephews as well as his fire department brothers and sisters. Darryl was preceded in death by his father Jim Weeden and brother, Brian Weeden. Darryl will be greatly missed by all of his family and friends. His heart, his humor and his laugh made him who he was, and through all of these attributes he touched many lives.

Services will be December 13, 2014 at 1pm at the Church on the Hill, 500 Sands Drive, San Jose, Ca. 95125. In lieu of flowers donations may be made to any of these memorial funds:

"In Memory of Darryl Weeden" at <http://www.gofundme.com/hy3f94>, FireFamilyFoundation.org or Premier One Credit Union, 140 Asbury Street, San Jose, CA 95110.

*checks payable to Lori Weeden

Published in Santa Cruz Sentinel on Dec. 11, 2014

YOUR FAMILY HISTO



Are you a member of the Weeden family?

- Find Your Ethnic Origin
- Discover your relatives

AMUGSIFA



Funeral Et

Expert advice and say when they die.

REMEMBER


SHARE A MESSAGE (PHOTO, OR VIDEO) BELOW

ADD A MEMORY OR CONDOLENCE TO THE GUEST BOOK

Enter your message here

"Our sincere condolences to Darryl's family. Our thoughts &..."

ADD MESSAGE

VIEW ALL MESSAGES 

Please add or record a video for the family of Darryl Weeden

ADD A VIDEO >

Please add a photo and share in the life story for Darryl Weeden

ADD A PHOTO >

Learn more about the Weeden family on Ancestry.com



According to the 1920 census there were 503 families with the Weeden surname in the United States.

During the Civil War the Weeden name was found in 11 Confederate Records and 80 Union Records.

Find out more about the Weeden surname.

Weeden families by state in 1920

30 - 57	1 - 10
11 - 29	0

According to the 1920 U.S. Federal Census Data

Learn about your family name:

Sponsored by: Ancestry.com

Resources

- > Send Funeral Flowers
- > Donate to Charity
- > How To Submit An Obituary

Find Advice and Support

- > Funeral Etiquette
- > Sympathy and Condolence Advice
- > Grief Support Groups

BACK TO TODAY'S OBITUARIES





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 17, 2015

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager

Agenda Title

District Financial Statement Report for the Period ending March 31, 2015

Recommended Action

Receive and File

Executive Summary

The attached information provides a snapshot of the District's Contra Costa County Fund Balance (*seen below*) as well as the Districts Cash Balances and Budget (*see attached pages*) on March 31, 2015.

Water & Wastewater Fund Balance \$7,859,538.63 plus revenues of \$6,121,511.30 less expenditures of \$4,029,179.16 less reserves of \$5,868,686 = **Fund balance of \$4,083,184.00** In addition to the fund balance the District holds \$585,888.57 in the ECC Town bank account, as well as \$1,027,489.94 in the ECC Developer bank account.

Zone 8 Fund Balance \$536,133.69 plus revenues of \$548,707.07 less expenditures of \$575,152.94 less reserves of \$400,000 = **Fund balance of \$109,687.80** In addition to the fund balance Zone 8 holds \$72,821.51 in the ECC Recreation Fund.

Zone 9 Fund Balance \$145,220.86 plus revenues of \$129,197.00 less expenditures of \$80,284.97 less reserves of \$150,000 = **Fund balance of \$44,132.89**

Financing Authority Balance = \$2,541,741.45

Staff is available to answer or address any questions that the Board may have.

There is no action necessary.

Fiscal Impact:

Amount Requested \$ 0

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

Prog/Fund # Category

Previous Relevant Board Actions for This Item

N/A

Attachments

Administration, Water, Wastewater, L&L8, L&L 9, Community Center, Recreation Department & Financing Authority, Caselle Quarterly Financial Statements

AGENDA ITEM: G-1

TOWN OF DISCOVERY BAY
 COMBINED CASH INVESTMENT
 MARCH 31, 2015

COMBINED CASH ACCOUNTS

01-1009	XPRESS DEPOSIT ACCOUNT	9,674.39
01-1010	ECC BANK TOWN CHECKING ACCOUNT	585,888.57
01-1011	ECC BANK TOWN GENERAL ACCOUNT	28,159.07
01-1012	ECC BANK COMMUNITY CTR ACCT	444,202.43
01-1013	CCC FUNDS TOWN FUND 8058	7,152,026.76
01-1014	CCC ZONE 8 FUND 8059	285,887.36
01-1015	CCC ZONE 9 FUND 8061	134,535.07
01-1018	DEVELOPMENT ACCOUNT	1,027,489.94
01-1020	US BANK - BOND	2,541,741.45
01-1022	ECC RECREATION ACCOUNT	72,821.51
01-1077	ACCOUNTS RECEIVABLE CASH CLEAR	(23,015.89)
	TOTAL COMBINED CASH	12,257,410.66
01-1000	CASH ALLOCATED TO OTHER FUNDS	(12,257,410.66)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO ADMINISTRATION	(611,656.41)
20	ALLOCATION TO WATER	4,436,846.06
21	ALLOCATION TO WASTEWATER	4,989,953.77
40	ALLOCATION TO L&L 8	393,262.75
41	ALLOCATION TO L&L 9	62,932.25
50	ALLOCATION TO FINANCING AUTHORITY	2,541,850.59
60	ALLOCATION TO COMMUNITY CENTER	444,231.65
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,257,410.66
	ALLOCATION FROM COMBINED CASH FUND - 01-1000	(12,257,410.66)
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

TOWN OF DISCOVERY BAY

BALANCE SHEET

MARCH 31, 2015

ADMINISTRATION

ASSETS

10-1000	CASH IN COMBINED FUND	(611,656.41)	
10-1010	PETTY CASH	(94.35)	
10-1030	ACCOUNTS RECEIVABLES	(13,193.17)	
	TOTAL ASSETS			(624,943.93)

LIABILITIES AND EQUITY

LIABILITIES

10-2000	ACCOUNTS PAYABLES		22,544.39	
10-2100	PAYROLL LIABILITIES		3,473.19	
	TOTAL LIABILITIES			26,017.58

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
10-2915	NET ASSETS - UNRESTRICTED CCC		6,153.17	
10-2980	RETAINED EARNINGS	(585,828.89)	
10-2981	COUNTY RECONCILIATION	(242,878.30)	
	REVENUE OVER EXPENDITURES - YTD		171,592.51	
	BALANCE - CURRENT DATE	(650,961.51)	
	TOTAL FUND EQUITY			(650,961.51)
	TOTAL LIABILITIES AND EQUITY			(624,943.93)

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

ADMINISTRATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION REVENUE</u>					
10-31-5150 LANDSCAPRE RELATED PAYROLL RMB	.00	216,422.76	416,443.00	199,020.24	52.1
10-31-5151 L&L VEHICLE REIMB JE OUT	.00	18,218.39	.00	(18,218.39)	.0
10-31-5177 REIMBURSEMENTS	.00	980.69	.00	(980.69)	.0
10-31-5226 LANDSCAPE REIMBURSABLE	.00	153,186.08	226,000.00	71,813.92	68.1
10-31-5243 OTHER	.00	490.00	.00	(490.00)	.0
10-31-6046 PERMIT FEE	.00	4,050.00	.00	(4,050.00)	.0
TOTAL ADMINISTRATION REVENUE	.00	393,347.92	640,443.00	247,095.08	61.4
TOTAL FUND REVENUE	.00	393,347.92	640,443.00	247,095.08	61.4

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

ADMINISTRATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION EXPENDITURES</u>					
10-41-7000 SALARY & WAGES	3,919.32	24,593.85	373,898.74	349,304.89	6.6
10-41-7003 ER TAXES	490.71	2,678.19	41,544.30	38,866.11	6.5
10-41-7075 REIMBURSEMENT OF WAGES	.00	401.20	.00	(401.20)	.0
10-41-7628 MISCELLANEOUS REIMBURSABLE	7.27	61.64	.00	(61.54)	.0
10-41-7529 LANDSCAPE RELATED REIMBURSABLE	11,867.23	194,020.63	225,000.00	30,979.37	86.2
TOTAL ADMINISTRATION EXPENDITURES	16,284.53	221,755.41	640,443.04	418,687.63	34.6
TOTAL FUND EXPENDITURES	16,284.53	221,755.41	640,443.04	418,687.63	34.6
NET REVENUE OVER EXPENDITURES	(16,284.53)	171,592.51	(.04)	(171,592.65)	42898

TOWN OF DISCOVERY BAY

BALANCE SHEET

MARCH 31, 2015

WATER

ASSETS

20-1000	CASH IN COMBINED FUND	4,436,846.06	
20-1010	PETTY CASH	237.74	
20-1030	ACCOUNTS RECEIVABLES	(116,129.40)	
20-1035	ACCOUNTS RECEIVABLES-MISC	30,617.93	
20-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(36,092.45)	
20-1045	ADV ON SUPPLEMENTAL TAX	332.98	
20-1100	EQUIPMENT	309,079.26	
20-1105	LAND	108,000.00	
20-1110	OFFICE FURNITURE & EQUIP	39,521.73	
20-1120	VEHICLES	39,186.87	
20-1130	ACCUMULATED DEPRECIATION	(1,801,450.01)	
20-1135	BUILDING & IMPROV	139,373.67	
20-1150	CIP-BUILDINGS & IMPROV	49,530.81	
20-1160	CIP - WATER	46,522.04	
20-1170	STRUCTURES & IMPROV-WATER	2,408,746.83	
20-1171	TREATMENT & COLLECTION	4,731,941.53	
20-1180	INFRASTRUCTURE REPLACEMENT	77,344.76	
	TOTAL ASSETS		10,463,610.35

LIABILITIES AND EQUITY

LIABILITIES

20-2000	ACCOUNTS PAYABLES	149,370.01	
20-2100	PAYROLL LIABILITIES	11,929.06	
20-2101	ACCRUED VACATION LIABILITY	14,078.51	
20-2240	DEFERRED REVENUE	(10,591.26)	
	TOTAL LIABILITIES		164,786.32

FUND EQUITY

20-2500	INVESTED IN CAPITAL ASSETS	5,934,931.91	
	UNAPPROPRIATED FUND BALANCE:		
20-2910	NET ASSETS - UNRESTRICTED	2,313,113.86	
20-2980	RETAINED EARNINGS	2,095,932.60	
	REVENUE OVER EXPENDITURES - YTD	(45,154.34)	
	BALANCE - CURRENT DATE	4,363,892.12	
	TOTAL FUND EQUITY		10,298,824.03
	TOTAL LIABILITIES AND EQUITY		10,463,610.35

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-31-5105	PROPERTY TAXES	.00	895,314.59	1,858,240.00	962,025.41 48.2
20-31-5117	OTHER TAX	.00	15.00	.00 (15.00)	.0
20-31-5148	PROCEEDS FROM FINANCING CIP	.00	.00	627,300.00	627,300.00 .0
20-31-5149	DEVLPER DEP HOLDING ACCT CIP	.00	.00	100,000.00	100,000.00 .0
20-31-5151	GRANT	.00	.00	200,000.00	200,000.00 .0
20-31-5177	REIMBURSEMENTS	.00	3,728.22	5,000.00	1,271.78 74.6
20-31-5178	INFRASTRUCTURE REPLACEMENT CIP	.00	.00	50,000.00	50,000.00 .0
20-31-5179	MISC	1,033.24	13,978.68	1,000.00 (12,978.68)	1307.9
20-31-5180	CARRY-OVER/RE-BUDGETED	.00	.00	30,000.00	30,000.00 .0
20-31-5226	WATER METER RENTAL	.00	224.59	.00 (224.59)	.0
20-31-5243	OTHER	24.25	27,959.84	.00 (27,959.84)	.0
20-31-6000	WATER CHARGES	53,577.54	500,757.36	975,000.00	474,242.64 51.4
20-31-6030	CONNECTION FEES CIP	.00	8,100.00	.00 (8,100.00)	.0
20-31-6045	CAPACITY FEE CIP	.00	28,610.00	50,000.00	21,390.00 57.2
20-31-6046	PERMIT FEE	.00	.00	12,500.00	12,500.00 .0
20-31-6047	INSPECTION FEE	.00	12,960.00	10,000.00 (2,960.00)	129.6
20-31-6086	METER CHARGE	1,698.16	138,955.71	258,960.00	120,004.29 53.7
TOTAL WATER REVENUE		56,333.19	1,630,603.99	4,178,000.00	2,547,398.01 39.0
TOTAL FUND REVENUE		56,333.19	1,630,603.99	4,178,000.00	2,547,398.01 39.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER EXPENDITURES					
20-41-7000 SALARY & WAGES	23,303.71	263,077.28	193,502.85	(69,574.43)	136.0
20-41-7001 OVERTIME	.00	.00	2,000.00	2,000.00	.0
20-41-7003 ER TAXES	1,852.86	22,103.42	21,500.30	(603.12)	102.8
20-41-7030 GROUP INSURANCE	6,009.46	40,623.86	15,240.00	(25,283.86)	265.9
20-41-7045 WORKERS COMP	.00	719.79	20,000.00	19,280.21	3.6
20-41-7080 457 B PLAN	916.08	8,279.77	12,000.00	3,720.23	69.0
20-41-7075 REIMBURSEMENT OF WAGES	4,757.69	21,763.94	.00	(21,763.94)	.0
20-41-7090 REIMBURSEMENT OF WAGES - LIAB	123.39	1,461.69	.00	(1,461.69)	.0
20-41-7150 TEMPORARY EMPLOYEES	.00	.00	3,360.00	3,360.00	.0
20-41-7165 BOARD OF DIRECTORS COMPENSATIO	736.00	7,489.84	16,560.00	9,070.16	45.2
20-41-7181 TRAVEL & MEETINGS - BOD	14.64	758.76	2,400.00	1,641.24	31.8
20-41-7182 TRAVEL	70.30	4,036.25	2,000.00	(2,036.25)	201.8
20-41-7196 TRAINING & EDUCATION - BOD	.00	575.31	800.00	224.69	71.9
20-41-7197 TRAIN, MEET & EDUCATION	80.00	2,775.80	2,800.00	24.40	99.1
20-41-7210 DUES & SUBSCRIPTIONS	.00	25.20	1,060.00	1,034.80	2.4
20-41-7225 MEMBERSHIPS	.00	3,934.98	7,200.00	3,265.02	64.7
20-41-7255 TODD SPONSORED EVENTS	.00	707.52	2,400.00	1,692.48	29.5
20-41-7271 CONSULTING SERVICES	4,743.90	44,090.80	153,320.00	109,229.10	28.8
20-41-7272 WASTE WATER SERVICE CONTRACT	40,403.73	365,453.65	489,429.78	123,976.13	74.7
20-41-7275 PREVENTATIVE & CORRECTIVE	1,191.80	19,383.67	42,800.00	23,416.33	45.3
20-41-7276 CONTRACT MAILING	1,035.47	9,475.88	15,000.00	5,524.32	63.2
20-41-7277 VEOLIA W LARGE REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
20-41-7286 LEGAL - GENERAL	1,135.20	30,679.11	32,000.00	1,320.89	95.9
20-41-7288 LEGAL - LITIGATION	.00	147.52	30,000.00	29,852.48	.5
20-41-7301 ANNUAL AUDIT SERVICES	.00	9,000.00	12,400.00	3,400.00	72.6
20-41-7316 ELECTION EXPENSE	.00	2,966.19	4,800.00	1,833.81	61.8
20-41-7317 ADVERTISING	800.00	800.00	400.00	(400.00)	200.0
20-41-7318 PUBLIC RELATIONS	861.00	861.00	.00	(861.00)	.0
20-41-7319 INTERNET WEBSITE	.00	6,880.00	200.00	(6,680.00)	3440.0
20-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	759.60	2,400.00	1,640.40	31.7
20-41-7361 TELEPHONE - GENERAL	265.05	5,438.68	5,600.00	161.32	97.1
20-41-7362 TELECOM - NETWORKING	96.00	864.00	1,080.00	216.00	80.0
20-41-7363 TELEPHONE - CELLULAR	142.50	1,318.57	2,800.00	1,481.43	47.1
20-41-7376 ROAD/CONSTRUCTION MATERIALS (S	1,542.55	4,735.74	1,200.00	(3,535.74)	394.7
20-41-7391 DIESEL FUEL	241.02	241.02	4,000.00	3,758.98	6.0
20-41-7392 VEHICLE & EQUIPMENT - FUEL	866.43	4,267.51	4,000.00	(267.51)	106.7
20-41-7393 VEHICLE & EQUIPMENT SUP & REP	941.49	2,793.00	4,400.00	1,607.00	63.5
20-41-7404 WATER METER AND REGISTERS	11,367.78	28,359.55	.00	(28,359.55)	.0
20-41-7405 GENERAL REPAIRS - PUMPS	.00	.00	12,000.00	12,000.00	.0
20-41-7406 GENERAL REPAIRS	70,108.47	321,420.60	220,000.00	(101,420.60)	146.1
20-41-7408 SPECIAL EQUIPMENT	12.96	720.55	1,200.00	479.45	60.1
20-41-7409 INFO SYSTEM - MAINTENANCE	92.80	5,283.62	6,000.00	716.38	88.1
20-41-7410 EQUIPMENT MAINTENANCE	101.08	982.32	3,600.00	2,617.68	27.3
20-41-7411 SOFTWARE HOSTING	707.10	13,755.98	.00	(13,755.98)	.0
20-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	2,661.90	2,400.00	(261.90)	110.9
20-41-7413 MISCELLANEOUS SMALL TOOLS	814.51	1,435.23	2,000.00	564.77	71.8
20-41-7414 EQUIPMENT REPAIR	.00	49.29	400.00	350.71	12.3
20-41-7415 COMPUTER SOFTWARE	20.00	840.80	4,000.00	3,159.20	21.0
20-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	800.00	800.00	.0
20-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	1,243.61	200.00	(1,043.61)	621.8
20-41-7423 OFFICE FURNITURE	.00	.00	200.00	200.00	.0
20-41-7424 POSTAGE	210.78	924.76	1,000.00	75.24	92.5

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-41-7425 OFFICE SUPPLIES	443.29	3,565.27	2,400.00	(1,185.27)	149.4
20-41-7437 RENT PUBLIC MEETINGS	.00	.00	200.00	200.00	.0
20-41-7439 EQUIPMENT RENTAL/LEASING	.00	289.23	2,000.00	1,710.77	14.5
20-41-7440 FACILITY MAINTENANCE - LANDSCA	72.99	72.99	1,600.00	1,527.01	4.6
20-41-7441 BUILDING MAINTENANCE	3,567.73	10,223.06	10,000.00	(223.06)	102.2
20-41-7451 INSURANCE - LIABILITY	.00	.00	19,600.00	19,600.00	.0
20-41-7453 INSURANCE - PROPERTY	.00	185.77	10,400.00	10,214.23	1.8
20-41-7466 PERMITS & FEES	.00	13,869.42	16,000.00	2,130.58	86.7
20-41-7469 PERSONAL PROTECTIVE EQUIPMENT	34.03	309.09	680.00	370.91	45.5
20-41-7470 SAFETY EQUIPMENT & SUPPLIES	.00	1,517.91	.00	(1,517.91)	.0
20-41-7481 UTILITIES/ELECTRICAL COST	14,199.46	274,321.64	310,000.00	35,678.36	88.5
20-41-7495 CHEMICALS	885.95	9,292.31	30,000.00	20,707.69	31.0
20-41-7510 FREIGHT	.00	.00	1,000.00	1,000.00	.0
20-41-7511 UPS/COURIER	.00	9.18	320.00	310.82	2.9
20-41-7526 MISCELLANEOUS BANK CHARGES	321.60	3,342.50	2,500.00	(842.50)	133.7
20-41-7527 MISCELLANEOUS SERVICES & SUPPL	36.86	1,193.62	1,200.00	6.38	99.5
20-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	400.00	400.00	.0
20-41-7530 UNRECOVERABLE CHARGES	.00	201.46	1,000.00	798.54	20.2
20-41-7532 MISCELLANEOUS	.00	7,514.12	.00	(7,514.12)	.0
20-41-7533 BAD DEBT	.00	8,613.87	5,000.00	(3,613.87)	172.3
20-41-7534 SPECIAL EXPENSE	419.42	2,541.30	.00	(2,541.30)	.0
20-41-7535 CREDIT MEMO	.00	2,355.10	5,000.00	2,644.90	47.1
20-41-7537 DEBT SERVICE	.00	59,903.93	89,363.20	29,459.27	67.0
20-41-7540 CONTRIBUTION TO RESERVES	.00	.00	32,800.13	32,800.13	.0
20-41-7542 TAXES & ASSESSMENTS	.00	133.87	773.60	639.73	17.3
20-41-7545 REVENUE COLLECTION	.00	2,057.79	2,400.00	342.21	85.7
20-41-7547 DATA PROCESSING/PAYROLL WIRE T	57.60	500.80	1,040.00	539.20	48.2
20-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	800.00	800.00	.0
20-41-7549 PUBLIC WORKS - PERMITS	3,151.17	6,579.19	4,800.00	(1,779.19)	137.1
20-41-7550 PROPERTY TAXES	.00	73.95	1,200.00	1,126.05	6.2
20-41-7587 DEVELOPER DEPOSIT REIMBURSMENT	.00	1,003.70	.00	(1,003.70)	.0
TOTAL WATER EXPENDITURES	198,715.85	1,675,758.33	1,954,929.86	279,171.53	85.7
TOTAL FUND EXPENDITURES	198,715.85	1,675,758.33	1,954,929.86	279,171.53	85.7
NET REVENUE OVER EXPENDITURES	(142,382.66)	(45,154.34)	2,223,070.14	2,268,224.48	(2.0)

TOWN OF DISCOVERY BAY

BALANCE SHEET

MARCH 31, 2015

WASTEWATER

ASSETS

21-1000	CASH IN COMBINED FUND	4,989,953.77	
21-1010	PETTY CASH	358.61	
21-1030	ACCOUNTS RECEIVABLES	100,710.81	
21-1035	ACCOUNTS RECEIVABLES-MISC	72,869.41	
21-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(23,138.91)	
21-1045	ADV ON SUPPLEMENTAL TAX	499.46	
21-1100	EQUIPMENT	695,669.46	
21-1105	LAND	199,000.00	
21-1110	OFFICE FURNITURE & EQUIP	59,282.62	
21-1120	VEHICLES	371,388.97	
21-1130	ACCUMULATED DEPRECIATION	(6,993,360.32)	
21-1135	BUILDING & IMPROV	1,215,916.18	
21-1150	CIP-BUILDINGS & IMPROV	66,635.00	
21-1155	CIP - WASTEWATER	1,155,988.53	
21-1170	STRUCTURES & IMPROV-SEWER	4,354,855.64	
21-1171	TREATMENT & COLLECTION	25,435,516.08	
21-1180	INFRASTRUCTURE REPLACEMENT	70,842.19	
	TOTAL ASSETS		<u>31,772,883.50</u>

LIABILITIES AND EQUITY

LIABILITIES

21-2000	ACCOUNTS PAYABLES	243,273.95	
21-2100	PAYROLL LIABILITIES	8,865.96	
21-2101	ACCRUED VACATION LIABILITY	14,078.51	
21-2205	CAL CARD	161.80	
21-2240	DEFERRED REVENUE	(39,000.00)	
21-2280	DEBIT SERVICE INSTALLMENT PMT	22,250.00	
	TOTAL LIABILITIES		249,630.22

FUND EQUITY

21-2500	INVESTED IN CAPITAL ASSETS	7,115,572.44	
	UNAPPROPRIATED FUND BALANCE:		
21-2905	CONTRIBUTED CAPITAL	18,757,813.00	
21-2910	NET ASSETS - UNRESTRICTED	3,305,487.88	
21-2980	RETAINED EARNINGS	2,195,891.40	
	REVENUE OVER EXPENDITURES - YTD	148,488.56	
	BALANCE - CURRENT DATE	24,407,680.84	
	TOTAL FUND EQUITY		<u>31,523,253.28</u>
	TOTAL LIABILITIES AND EQUITY		<u>31,772,883.50</u>

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WASTEWATER REVENUE</u>					
21-31-5105	PROPERTY TAXES	.00	2,108,991.40	3,799,884.00	1,690,892.60 55.5
21-31-5117	OTHER TAX	.00	15.00	.00 (15.00)	.0
21-31-5148	PROCEEDS FROM FINANCING CIP	.00	.00	3,533,582.00	3,533,582.00 .0
21-31-5149	DEVLPER DEP HOLDING ACCT CIP	.00	.00	200,000.00	200,000.00 .0
21-31-5177	REIMBURSEMENTS	.00	3,981.00	5,500.00	1,519.00 72.4
21-31-5178	INFRASTRUCTURE REPLACEMENT CIP	.00	.00	145,000.00	145,000.00 .0
21-31-5179	MISC	.00	464.94	1,109.00	644.06 41.9
21-31-5180	CARRY-OVER/RE-BUDGETED	.00	.00	70,000.00	70,000.00 .0
21-31-5243	OTHER	.00	40,478.43	.00 (40,478.43)	.0
21-31-6015	SEWER CHARGES	9,040.84	74,093.00	125,000.00	50,907.00 59.3
21-31-6030	CONNECTION FEES CIP	.00	8,100.00	.00 (8,100.00)	.0
21-31-6045	CAPACITY FEE CIP	.00	235,150.00	150,000.00 (85,150.00)	156.8
21-31-6046	PERMIT FEE	.00	.00	12,500.00	12,500.00 .0
21-31-6047	INSPECTION FEE	.00	12,960.00	10,000.00 (2,960.00)	129.6
TOTAL WASTEWATER REVENUE		9,040.84	2,484,233.77	8,052,575.00	5,568,341.23 30.9
TOTAL FUND REVENUE		9,040.84	2,484,233.77	8,052,575.00	5,568,341.23 30.9

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER EXPENDITURES</u>					
21-41-7000 SALARY & WAGES	22,277.68	211,550.74	290,254.28	78,703.54	72.9
21-41-7001 OVERTIME	.00	.00	3,000.00	3,000.00	.0
21-41-7003 ER TAXES	1,950.41	17,794.31	32,260.48	14,456.17	55.2
21-41-7030 GROUP INSURANCE	9,153.38	61,638.50	22,860.00	(38,778.50)	269.6
21-41-7045 WORKERS COMP	.00	1,079.69	30,000.00	28,920.31	3.6
21-41-7060 457 B PLAN	1,374.12	11,705.94	18,000.00	6,294.06	65.0
21-41-7075 REIMBURSEMENT OF WAGES	14,853.00	182,047.10	.00	(182,047.10)	.0
21-41-7090 REIMBURSEMENT OF WAGES - LIAB	1,778.13	19,188.19	.00	(19,188.19)	.0
21-41-7150 TEMPORARY EMPLOYEES	.00	.00	5,040.00	5,040.00	.0
21-41-7165 BOARD OF DIRECTORS COMPENSATIO	1,104.00	11,234.76	24,840.00	13,605.24	45.2
21-41-7181 TRAVEL & MEETINGS - BOD	21.98	1,297.59	3,600.00	2,302.41	36.0
21-41-7182 TRAVEL	105.44	5,348.13	3,000.00	(2,348.13)	178.3
21-41-7196 TRAINING & EDUCATION - BOD	.00	862.96	1,200.00	337.04	71.9
21-41-7197 TRAIN, MEET & EDUCATION	90.00	2,708.40	4,200.00	1,491.60	64.5
21-41-7210 DUES & SUBSCRIPTIONS	.00	37.80	1,590.00	1,552.20	2.4
21-41-7225 MEMBERSHIPS	.00	5,258.99	10,800.00	5,541.01	48.7
21-41-7255 TODB SPONSORED EVENTS	.00	1,061.29	3,600.00	2,538.71	29.5
21-41-7271 CONSULTING SERVICES	6,587.00	152,796.96	229,980.00	77,183.04	66.4
21-41-7272 WASTE WATER SERVICE CONTRACT	60,605.60	548,180.50	734,144.66	185,964.16	74.7
21-41-7275 PREVENTATIVE & CORRECTIVE	3,554.69	33,673.59	64,200.00	30,526.41	52.5
21-41-7277 VEOLIA WW LARGE REPLACEMENT	14,081.00	29,819.97	60,000.00	30,180.03	49.7
21-41-7286 LEGAL - GENERAL	1,702.80	49,780.75	48,000.00	(1,780.75)	103.7
21-41-7288 LEGAL - LITIGATION	.00	307.29	45,000.00	44,692.71	.7
21-41-7301 ANNUAL AUDIT SERVICES	.00	9,000.00	18,600.00	9,600.00	48.4
21-41-7316 ELECTION EXPENSE	.00	4,449.29	7,200.00	2,750.71	61.8
21-41-7317 ADVERTISING	1,200.00	1,200.00	600.00	(600.00)	200.0
21-41-7318 PUBLIC RELATIONS	1,291.50	1,291.50	.00	(1,291.50)	.0
21-41-7319 INTERNET WEBSITE	.00	10,320.00	300.00	(10,020.00)	3440.0
21-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	1,139.40	3,600.00	2,460.60	31.7
21-41-7361 TELEPHONE - GENERAL	501.27	6,790.73	8,400.00	1,609.27	80.8
21-41-7362 TELECOM - NETWORKING	346.95	3,101.55	1,620.00	(1,481.55)	191.5
21-41-7363 TELEPHONE - CELLULAR	213.75	1,990.85	4,200.00	2,209.15	47.4
21-41-7376 ROAD/CONSTRUCTION MATERIALS (S	716.81	716.81	1,800.00	1,083.19	39.8
21-41-7391 DIESEL FUEL	361.54	2,103.47	6,000.00	3,896.53	35.1
21-41-7392 VEHICLE & EQUIPMENT - FUEL	244.64	2,149.18	6,000.00	3,850.82	35.8
21-41-7393 VEHICLE & EQUIPMENT SUP & REP	2,094.33	9,624.38	6,600.00	(3,024.38)	145.8
21-41-7405 GENERAL REPAIRS - PUMPS	1,000.00	12,846.44	18,000.00	5,153.56	71.4
21-41-7406 GENERAL REPAIRS	3,986.54	42,860.41	330,000.00	287,139.59	13.0
21-41-7407 NTR/SIP TESTING - RWQCB	.00	.00	5,000.00	5,000.00	.0
21-41-7408 SPECIAL EQUIPMENT	19.44	2,138.25	1,800.00	(338.25)	118.8
21-41-7409 INFO SYSTEM - MAINTENANCE	.00	6,670.37	9,000.00	2,329.63	74.1
21-41-7410 EQUIPMENT MAINTENANCE	151.63	1,503.21	5,400.00	3,896.79	27.8
21-41-7411 SOFTWARE HOSTING	969.02	6,788.63	.00	(6,788.63)	.0
21-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	3,986.99	3,600.00	(386.99)	110.8
21-41-7413 MISCELLANEOUS SMALL TOOLS	251.88	1,005.47	3,000.00	1,994.53	33.5
21-41-7414 EQUIPMENT REPAIR	.00	364.55	600.00	235.45	60.8
21-41-7415 COMPUTER SOFTWARE	29.99	1,324.92	6,000.00	4,675.08	22.1
21-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,200.00	1,200.00	.0
21-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	1,865.41	300.00	(1,565.41)	621.8
21-41-7423 OFFICE FURNITURE	.00	.00	300.00	300.00	.0
21-41-7424 POSTAGE	316.17	1,892.73	1,500.00	(392.73)	126.2
21-41-7425 OFFICE SUPPLIES	664.93	5,361.76	3,600.00	(1,761.76)	148.9

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-41-7437 RENT PUBLIC MEETINGS	.00	.00	300.00	300.00	.0
21-41-7439 EQUIPMENT RENTAL/LEASING	.00	433.86	3,000.00	2,566.14	14.5
21-41-7440 FACILITY MAINTENANCE - LANDSCA	109.49	6,609.49	2,400.00	(4,209.49)	275.4
21-41-7441 BUILDING MAINTENANCE	6,034.55	18,036.02	15,000.00	(3,036.02)	120.2
21-41-7451 INSURANCE - LIABILITY	.00	.00	29,400.00	29,400.00	.0
21-41-7453 INSURANCE - PROPERTY	.00	278.65	15,600.00	15,321.35	1.8
21-41-7466 PERMITS & FEES	562.00	27,250.60	24,000.00	(3,250.60)	113.6
21-41-7468 NPDES NOV FINES	.00	.00	25,000.00	25,000.00	.0
21-41-7469 PERSONAL PROTECTIVE EQUIPMENT	51.07	463.69	1,020.00	556.31	45.5
21-41-7470 SAFETY EQUIPMENT & SUPPLIES	.00	3,097.46	.00	(3,097.46)	.0
21-41-7481 UTILITIES/ELECTRICAL COST	24,272.68	225,303.12	465,000.00	239,696.88	48.5
21-41-7483 UTILITIES/WASTE COST	.00	3,185.79	.00	(3,185.79)	.0
21-41-7495 CHEMICALS	.00	14,661.99	20,000.00	5,338.01	73.3
21-41-7510 FREIGHT	.00	.00	1,500.00	1,500.00	.0
21-41-7511 UPS/COURIER	.00	294.56	480.00	185.44	61.4
21-41-7527 MISCELLANEOUS SERVICES & SUPPL	55.31	1,716.24	1,800.00	83.76	95.4
21-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	600.00	600.00	.0
21-41-7532 MISCELLANEOUS	.00	109.14	.00	(109.14)	.0
21-41-7533 BAD DEBT	.00	146.91	.00	(146.91)	.0
21-41-7534 SPECIAL EXPENSE	497.82	3,867.08	.00	(3,867.08)	.0
21-41-7535 CREDIT MEMO	.00	3,787.10	.00	(3,787.10)	.0
21-41-7537 DEBT SERVICE	.00	503,052.11	738,073.80	235,021.69	68.2
21-41-7540 CONTRIBUTION TO RESERVES	.00	.00	49,200.19	49,200.19	.0
21-41-7542 TAXES & ASSESSMENTS	.00	20,656.47	1,160.40	(19,496.07)	1780.1
21-41-7545 REVENUE COLLECTION	.00	3,086.69	3,600.00	513.31	85.7
21-41-7547 DATA PROCESSING/PAYROLL WIRE T	26.40	351.20	1,560.00	1,208.80	22.5
21-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	1,200.00	1,200.00	.0
21-41-7549 PUBLIC WORKS - PERMITS	.00	.00	7,200.00	7,200.00	.0
21-41-7550 PROPERTY TAXES	.00	8,146.99	1,800.00	(6,346.99)	452.6
21-41-7587 DEVELOPER DEPOSIT REIMBURSMENT	.00	1,350.30	.00	(1,350.30)	.0
TOTAL WASTEWATER EXPENDITURES	185,210.94	2,335,745.21	3,498,673.81	1,162,928.60	66.8
TOTAL FUND EXPENDITURES	185,210.94	2,335,745.21	3,498,673.81	1,162,928.60	66.8
NET REVENUE OVER EXPENDITURES	(176,170.10)	148,488.56	4,553,901.19	4,405,412.63	3.3

TOWN OF DISCOVERY BAY
BALANCE SHEET
MARCH 31, 2015

L&L 8

ASSETS

40-1000	CASH IN COMBINED FUND	393,252.75	
40-1045	ADV ON SUPPLEMENTAL TAX	1,050.14	
40-1075	GRANT RECEIVABLE	400,000.00	
40-1100	EQUIPMENT	146,749.50	
40-1105	LAND	380,083.00	
40-1110	OFFICE FURNITURE & EQUIP	7,450.39	
40-1120	VEHICLES	55,423.91	
40-1130	ACCUMULATED DEPRECIATION	(905,559.07)	
40-1135	BUILDING & IMPROV	2,795,823.05	
40-1150	CIP-BUILDINGS & IMPROV	68,132.84	
40-1155	CIP - PARKS	81,774.10	
40-1160	CIP - STREETScape	20,009.59	
40-1180	CIP EQUIPMENT	19,515.05	
		3,463,705.25	3,463,705.25

LIABILITIES AND EQUITY

LIABILITIES

40-2000	ACCOUNTS PAYABLES	75,808.55	
40-2100	PAYROLL LIABILITIES	3,237.20	
40-2101	ACCRUED VACATION LIABILITY	3,525.57	
40-2250	DUE TO OTHER FUNDS	2,337.23	
		84,908.55	84,908.55

FUND EQUITY

40-2500	INVESTED IN CAPITAL ASSETS	1,320,648.35	
	UNAPPROPRIATED FUND BALANCE:		
40-2905	CONTRIBUTED CAPITAL	947,190.37	
40-2910	NET ASSETS - UNRESTRICTED	1,270,777.75	
40-2980	RETAINED EARNINGS	(116,286.27)	
	REVENUE OVER EXPENDITURES - YTD	(43,533.50)	
		2,058,148.35	
	BALANCE - CURRENT DATE	2,058,148.35	
	TOTAL FUND EQUITY	3,378,796.70	3,378,796.70
	TOTAL LIABILITIES AND EQUITY	3,463,705.25	3,463,705.25

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 8 REVENUE</u>					
40-31-5105	PROPERTY TAXES	.00	274,688.89	478,000.00	203,311.11 57.5
40-31-5106	CURRENT SECURED PROPERTY TAX	.00 (1,134.37)	.00	1,134.37 .0
40-31-5107	SUPPLEMENTAL PROPERTY TAX	.00	350.66	.00 (350.66) .0
40-31-5108	UNITARY PROPERTY TAX	.00	2,122.64	.00 (2,122.64) .0
40-31-5111	CURRENT UNSECURE PROPERTY TAX	.00	16,480.55	.00 (16,480.55) .0
40-31-5112	PRIOR SECURED PROPERTY TAX	.00 (718.98)	.00	718.98 .0
40-31-5114	PRIOR UNSECURED PROPERTY TAX	.00	226.24	.00 (226.24) .0
40-31-5115	HOME OWNERS PROPERTY TAX	.00	2,265.01	.00 (2,265.01) .0
40-31-5117	OTHER TAX	.00	76.20	.00 (76.20) .0
40-31-5148	ADVERTISING REVENUE	.00	.00	4,500.00	4,500.00 .0
40-31-5149	COMMUNITY CENTER PROGRAM FEES	.00	.00	25,000.00	25,000.00 .0
40-31-5150	COMMUNITY CENTER EVENTS	.00	.00	3,000.00	3,000.00 .0
40-31-5151	LANDSCAPE RELATED REIMBURSABLE	.00	.00	6,000.00	6,000.00 .0
40-31-5177	REIMBURSEMENTS	.00	750.47	50,000.00	49,249.53 1.5
40-31-5179	GRANTS	.00	.00	65,000.00	65,000.00 .0
40-31-5180	PAYROLL REIMBURSEMENTS - CCC	.00	.00	8,208.96	8,208.96 .0
40-31-5243	OTHER	.00	39.88	.00 (39.88) .0
40-31-6000	RECREATION REVENUE	10,364.75	80,251.25	.00 (80,251.25) .0
40-31-6690	SWIM TEAM	.00	.00	32,000.00	32,000.00 .0
40-31-6695	RENTALS	.00	.00	5,000.00	5,000.00 .0
40-31-6997	COMMUNITY CENTER FOOD	.00	.00	500.00	500.00 .0
40-31-6998	COMMUNITY CENTER BEVERAGE	.00	.00	500.00	500.00 .0
40-31-6999	COMMUNITY CENTER POOL FEE	.00	.00	7,500.00	7,500.00 .0
TOTAL L&L 8 REVENUE		10,364.75	375,398.44	685,206.96	309,808.52 54.8
TOTAL FUND REVENUE		10,364.75	375,398.44	685,206.96	309,808.52 54.8

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 8 EXPENDITURE</u>					
40-41-7000 SALARY & WAGES	19,910.49	157,904.22	89,259.77 (68,644.45)	176.9
40-41-7003 ER TAXES	.00	.00	9,917.75	9,917.75	.0
40-41-7090 REIMBURSEMENT OF WAGES - LIABI	.00	1,323.83	.00 (1,323.83)	.0
40-41-7181 TRAVEL & MEETINGS - BOD	65.02	65.02	.00 (65.02)	.0
40-41-7182 TRAVEL	9.20	165.46	1,000.00	834.54	16.6
40-41-7197 TRAIN, MEET & EDUCATION	.00	489.47	1,500.00	1,010.53	32.6
40-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
40-41-7225 MEMBERSHIPS	.00	339.35	525.00	185.65	64.6
40-41-7286 LEGAL - GENERAL	.00	839.25	1,000.00	160.75	83.9
40-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,220.00	2,220.00	.0
40-41-7315 PR, ADVERTISING & ELECTIONS	.00	20.00	.00 (20.00)	.0
40-41-7317 ADVERTISING	.00	127.48	50.00 (77.48)	255.0
40-41-7361 TELEPHONE - GENERAL	.00	1,059.78	1,125.00	65.22	94.2
40-41-7362 TELECOM - NETWORKING	56.32	315.33	200.00 (115.33)	157.7
40-41-7363 TELEPHONE - CELLULAR	57.56	899.93	2,000.00	1,100.07	45.0
40-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	500.00	500.00	.0
40-41-7392 VEHICLE & EQUIPMENT - FUEL	277.80	2,531.71	3,000.00	468.29	84.4
40-41-7393 VEHICLE & EQUIPMENT SUP & REP	995.02	1,623.31	2,000.00	376.69	81.2
40-41-7409 INFO SYSTEM - MAINTENANCE	.00	1,241.53	800.00 (441.53)	155.2
40-41-7410 EQUIPMENT MAINTENANCE	705.40	1,948.22	2,500.00	551.78	77.9
40-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	.00	150.00	150.00	.0
40-41-7413 MISCELLANEOUS SMALL TOOLS	66.07	1,143.96	1,500.00	356.04	76.3
40-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,000.00	1,000.00	.0
40-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	48.81	150.00	101.19	32.5
40-41-7424 POSTAGE	.00	.00	100.00	100.00	.0
40-41-7425 OFFICE SUPPLIES	(17.43)	739.13	1,200.00	460.87	61.6
40-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	2,000.00	2,000.00	.0
40-41-7440 FACILITY MAINTENANCE - LANDSCA	2,010.36	33,965.28	50,000.00	16,034.74	67.9
40-41-7441 BUILDING MAINTENANCE	402.13	3,925.25	3,000.00 (925.25)	130.8
40-41-7451 INSURANCE - LIABILITY	.00	.00	1,700.00	1,700.00	.0
40-41-7469 PERSONAL PROTECTIVE EQUIPMENT	148.70	2,253.84	1,500.00 (753.84)	150.3
40-41-7481 UTILITIES/ELECTRICAL COST	7,152.41	64,213.87	80,000.00	15,786.13	80.3
40-41-7482 UTILITIES/WATER COST	1,016.72	25,846.52	35,000.00	9,153.48	73.9
40-41-7483 UTILITIES/WASTE COST	300.53	2,831.09	3,500.00	668.91	80.9
40-41-7527 MISCELLANEOUS SERVICES & SUPPL	2,626.48	2,644.85	750.00 (1,894.85)	352.7
40-41-7528 MISCELLANEOUS REIMBURSABLE	.00	1,309.31	.00 (1,309.31)	.0
40-41-7534 SPECIAL EXPENSE	631.18	705.18	4,000.00	3,294.82	17.6
40-41-7542 TAXES & ASSESSMENTS	.00	998.22	.00 (998.22)	.0
40-41-7543 INTERFUND (INVESTMENT PROPERTY	.00	.00	300.00	300.00	.0
40-41-7544 REIMBURSEMENT FOR COUNTY ADMIN	.00	4,751.00	500.00 (4,251.00)	950.2
40-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	211.87	.00 (211.87)	.0
40-41-7549 PUBLIC WORKS - PERMITS	.00	234.91	.00 (234.91)	.0
40-41-7550 PROPERTY TAXES	.00	1,959.42	850.00 (1,109.42)	230.5
40-41-8000 SALARY & WAGES	.00	1,649.22	156,518.68	154,869.46	1.1
40-41-8003 ER TAXES	.00	.00	17,390.96	17,390.96	.0
40-41-8182 TRAVEL & MEETINGS	38.53	378.70	700.00	321.30	54.1
40-41-8197 TRAIN, MEET & EDUCATION	273.70	1,039.47	1,500.00	460.53	69.3
40-41-8210 DUES & SUBSCRIPTIONS	.00	305.00	300.00 (5.00)	101.7
40-41-8256 EVENTS	309.00	2,485.19	.00 (2,485.19)	.0
40-41-8286 LEGAL - GENERAL	.00	1,559.85	1,500.00 (59.85)	104.0
40-41-8317 ADVERTISING	.00	6,568.25	9,000.00	2,431.75	73.0
40-41-8361 TELEPHONE - GENERAL	.00	1,313.28	2,000.00	686.72	65.7

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-41-8362 TELECOM - NETWORKING	56.32	536.04	500.00	(36.04)	107.2
40-41-8363 TELEPHONE - CELLULAR	121.90	649.61	1,200.00	550.39	54.1
40-41-8392 VEHICLE & EQUIPMENT - FUEL	.00	383.41	100.00	(283.41)	383.4
40-41-8406 GENERAL REPAIRS	.00	225.58	7,000.00	6,774.42	3.2
40-41-8408 SPECIAL EQUIPMENT	.00	197.98	100.00	(97.98)	198.0
40-41-8409 INFO SYSTEM - MAINTENANCE	585.00	2,890.67	1,000.00	(1,890.67)	289.1
40-41-8410 EQUIPMENT MAINTENANCE	135.67	135.67	800.00	664.33	17.0
40-41-8413 MISCELLANEOUS SMALL TOOLS	.00	7.31	.00	(7.31)	.0
40-41-8415 COMPUTER SOFTWARE	360.95	3,248.55	3,000.00	(248.55)	108.3
40-41-8424 POSTAGE	.00	940.30	1,500.00	559.70	62.7
40-41-8425 OFFICE SUPPLIES	111.86	1,049.05	1,500.00	450.95	69.9
40-41-8439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
40-41-8440 FACILITY MAINTENANCE - LANDSCA	103.29	7,669.16	3,000.00	(4,669.16)	255.6
40-41-8441 BUILDING MAINTENANCE	505.95	6,950.17	5,000.00	(1,950.17)	139.0
40-41-8451 INSURANCE - LIABILITY	.00	.00	3,500.00	3,500.00	.0
40-41-8453 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
40-41-8466 PERMITS & FEES	.00	730.00	2,000.00	1,270.00	36.5
40-41-8469 PERSONAL PROTECTIVE EQUIPMENT	477.64	477.64	.00	(477.64)	.0
40-41-8470 SAFETY EQUIPMENT & SUPPLIES	.00	36.51	.00	(36.51)	.0
40-41-8481 UTILITIES/ELECTRICAL COST	660.20	11,925.73	20,000.00	8,074.27	59.6
40-41-8482 UTILITIES/WATER COST	628.44	6,959.97	12,000.00	5,040.03	58.0
40-41-8483 UTILITIES/WASTE COST	534.16	4,347.34	3,000.00	(1,347.34)	144.9
40-41-8495 CHEMICALS	.00	2,773.19	3,000.00	226.81	92.4
40-41-8526 MISCELLANEOUS BANK CHARGES	2,139.94	3,583.13	2,000.00	(1,583.13)	179.2
40-41-8527 MISCELLANEOUS SERVICES & SUPPL	54.41	1,323.87	1,000.00	(323.87)	132.4
40-41-8528 MISCELLANEOUS REIMBURSABLE	.00	447.00	.00	(447.00)	.0
40-41-8534 SPECIAL EXPENSE	631.17	775.41	300.00	(475.41)	258.5
40-41-8535 CREDIT MEMO	.00	4,136.00	3,500.00	(636.00)	118.2
40-41-8539 COGS - COMMUNITY CENTER	.00	19.72	200.00	180.28	9.9
40-41-8540 SWIM TEAM EXPENSES	4,000.00	7,466.69	8,000.00	533.31	93.3
40-41-8541 FOOD EXP	.00	411.82	400.00	(11.82)	103.0
40-41-8542 BEVERAGE EXP	.00	346.27	400.00	53.73	86.6
40-41-8543 PROGRAM FEES	1,453.50	14,312.81	20,000.00	5,687.19	71.6
40-41-8548 INTER-GOVERNMENTAL CHARGES	.00	.00	200.00	200.00	.0
TOTAL L&L 8 EXPENDITURE	49,495.59	418,931.94	600,107.16	181,175.22	69.8
TOTAL FUND EXPENDITURES	49,495.59	418,931.94	600,107.16	181,175.22	69.8
NET REVENUE OVER EXPENDITURES	(39,130.84)	(43,533.50)	85,099.80	128,633.30	(51.2)

TOWN OF DISCOVERY BAY

BALANCE SHEET

MARCH 31, 2015

L&L 9

ASSETS

41-1000	CASH IN COMBINED FUND	62,932.25	
41-1052	DUE FROM OTHER FUNDS	2,040.43	
41-1100	EQUIPMENT	5,222.92	
41-1105	LAND	35,847.00	
41-1130	ACCUMULATED DEPRECIATION	(26,197.45)	
41-1135	BUILDING & IMPROV	164,223.98	
41-1155	CIP - PARKS	8,565.74	
41-1160	CIP - STREETScape	1,922.78	
	TOTAL ASSETS		254,557.65

LIABILITIES AND EQUITY

LIABILITIES

41-2000	ACCOUNTS PAYABLES	14,125.37	
41-2100	PAYROLL LIABILITIES	303.64	
41-2101	ACCRUED VACATION LIAB	3,525.56	
	TOTAL LIABILITIES		17,954.57

FUND EQUITY

41-2500	INVESTED IN CAPITAL ASSETS	139,018.94	
	UNAPPROPRIATED FUND BALANCE:		
41-2905	CONTRIBUTED CAPITAL	35,847.00	
41-2910	NET ASSETS - UNRESTRICTED	124,335.51	
41-2980	RETAINED EARNINGS	(56,463.52)	
	REVENUE OVER EXPENDITURES - YTD	(6,134.85)	
	BALANCE - CURRENT DATE	97,584.14	
	TOTAL FUND EQUITY		236,603.08
	TOTAL LIABILITIES AND EQUITY		254,557.65

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 9 REVENUE</u>					
41-31-5105 PROPERTY TAXES	.00	62,100.00	114,000.00	51,900.00	54.5
41-31-5177 REIMBURSEMENTS	.00	467.18	4,000.00	3,532.82	11.7
41-31-5179 MISC	.00	251.87	5,000.00	4,748.13	5.0
TOTAL L&L 9 REVENUE	.00	62,819.05	123,000.00	60,180.95	51.1
TOTAL FUND REVENUE	.00	62,819.05	123,000.00	60,180.95	51.1

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 9 EXPENDITURE</u>					
41-41-7000 SALARY & WAGES	2,895.40	12,849.52	33,424.56	20,575.04	38.4
41-41-7003 ER TAXES	.00	.00	3,713.84	3,713.84	.0
41-41-7182 TRAVEL	.00	65.13	500.00	434.87	13.0
41-41-7197 TRAIN, MEET & EDUCATION	.00	54.18	300.00	245.82	18.1
41-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
41-41-7225 MEMBERSHIPS	.00	369.36	240.00	(129.36)	153.9
41-41-7271 CONSULTING SERVICES	.00	.00	4,100.00	4,100.00	.0
41-41-7286 LEGAL - GENERAL	.00	192.50	1,000.00	807.50	19.3
41-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,200.00	2,200.00	.0
41-41-7317 ADVERTISING	.00	127.48	60.00	(67.48)	212.5
41-41-7361 TELEPHONE - GENERAL	10.32	1,158.09	1,000.00	(158.09)	115.8
41-41-7362 TELECOM - NETWORKING	56.32	315.34	250.00	(65.34)	126.1
41-41-7363 TELEPHONE - CELLULAR	121.90	882.97	1,200.00	317.03	73.6
41-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	200.00	200.00	.0
41-41-7392 VEHICLE & EQUIPMENT - FUEL	364.99	1,824.01	2,500.00	675.99	73.0
41-41-7393 VEHICLE & EQUIPMENT SUP & REP	313.38	959.18	750.00	(209.18)	127.9
41-41-7406 GENERAL REPAIRS	.00	.00	100.00	100.00	.0
41-41-7409 INFO SYSTEM - MAINTENANCE	.00	995.08	1,000.00	4.92	99.5
41-41-7410 EQUIPMENT MAINTENANCE	503.22	1,302.93	1,000.00	(302.93)	130.3
41-41-7413 MISCELLANEOUS SMALL TOOLS	.00	480.28	600.00	119.72	80.1
41-41-7414 EQUIPMENT REPAIR	.00	.00	500.00	500.00	.0
41-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	500.00	500.00	.0
41-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	500.00	500.00	.0
41-41-7424 POSTAGE	.00	.00	50.00	50.00	.0
41-41-7425 OFFICE SUPPLIES	22.75	408.19	500.00	91.81	81.6
41-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
41-41-7440 FACILITY MAINTENANCE - LANDSCA	765.12	24,313.01	25,250.00	936.99	96.3
41-41-7441 BUILDING MAINTENANCE	25.00	1,106.56	2,100.00	993.44	52.7
41-41-7451 INSURANCE - LIABILITY	.00	.00	1,200.00	1,200.00	.0
41-41-7469 PERSONAL PROTECTIVE EQUIPMENT	148.70	1,055.35	1,500.00	444.65	70.4
41-41-7481 UTILITIES/ELECTRICAL COST	42.96	439.78	1,350.00	910.22	32.6
41-41-7482 UTILITIES/WATER COST	264.02	18,570.66	20,000.00	1,429.34	92.9
41-41-7483 UTILITIES/WASTE COST	.00	.00	100.00	100.00	.0
41-41-7527 MISCELLANEOUS SERVICES & SUPPL	.00	304.48	500.00	195.52	60.9
41-41-7532 MISCELLANEOUS	.00	50.00	.00	(50.00)	.0
41-41-7534 SPECIAL EXPENSE	631.18	705.18	500.00	(205.18)	141.0
41-41-7542 TAXES & ASSESSMENTS	.09	20.36	1,000.00	979.64	2.0
41-41-7545 REVENUE COLLECTION	.00	404.28	600.00	195.72	67.4
TOTAL L&L 9 EXPENDITURE	6,165.35	68,953.90	111,488.40	42,534.50	61.9
TOTAL FUND EXPENDITURES	6,165.35	68,953.90	111,488.40	42,534.50	61.9
NET REVENUE OVER EXPENDITURES	(6,165.35)	(6,134.85)	11,511.60	17,646.45	(53.3)

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 MARCH 31, 2015

FINANCING AUTHORITY

ASSETS

50-1000	CASH IN COMBINED FUND	2,541,850.59	
50-1036	DEBT SERVICE - INSTALLMENT REC	22,250.00	
50-1083	DEBT ISSUANCE COST- PREPAID IN	60,802.10	
50-1160	CIP - WATER	1,044,502.25	
50-1170	STRUCTURES & IMPROV-SEWER	10,581,989.75	
	TOTAL ASSETS		14,251,394.69

LIABILITIES AND EQUITY

LIABILITIES

50-2000	ACCOUNTS PAYABLES	89,432.42	
50-2010	ACCRUED INTEREST PAYABLES	44,892.71	
50-2150	UNAMORTIZED BOND PREMIUM	347,423.53	
	TOTAL LIABILITIES		481,748.66

FUND EQUITY

50-2500	BOND LIABILITY	14,150,000.00	
	UNAPPROPRIATED FUND BALANCE:		
50-2980	RETAINED EARNINGS	(380,577.12)	
	REVENUE OVER EXPENDITURES - YTD	223.16	
	BALANCE - CURRENT DATE	(380,353.97)	
	TOTAL FUND EQUITY		13,769,646.03
	TOTAL LIABILITIES AND EQUITY		14,251,394.69

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

FINANCING AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINANCING AUTHORITY REVENUE</u>						
50-31-5133	DIVIDEND REINVESTMENT	15.34	223.15	.00	(223.15)	.0
	TOTAL FINANCING AUTHORITY REVENUE	15.34	223.15	.00	(223.15)	.0
	TOTAL FUND REVENUE	15.34	223.15	.00	(223.15)	.0
	NET REVENUE OVER EXPENDITURES	15.34	223.15	.00	(223.15)	.0

TOWN OF DISCOVERY BAY

BALANCE SHEET

MARCH 31, 2015

COMMUNITY CENTER

ASSETS

60-1000	CASH IN COMBINED FUND	444,231.65	
60-1020	CERTIFICATE OF DEPOSIT (CD)	6,726.19	
60-1065	INVENTORY	4,578.98	
60-1100	EQUIPMENT	5,793.56	
	TOTAL ASSETS		<u>461,330.38</u>

LIABILITIES AND EQUITY

LIABILITIES

60-2000	ACCOUNTS PAYABLES	(1,260.77)	
	TOTAL LIABILITIES		(1,260.77)

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
60-2910	NET ASSETS - UNRESTRICTED	544,348.80	
60-2980	RETAINED EARNINGS	(81,450.95)	
	REVENUE OVER EXPENDITURES - YTD	(306.70)	
	BALANCE - CURRENT DATE	462,591.15	
	TOTAL FUND EQUITY		<u>462,591.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>461,330.38</u>

TOWN OF DISCOVERY BAY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

COMMUNITY CENTER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY CENTER EXP</u>						
60-41-7526	MISCELLANEOUS BANK CHARGES	.00	306.70	.00	(306.70)	.0
	TOTAL COMMUNITY CENTER EXP	.00	306.70	.00	(306.70)	.0
	TOTAL FUND EXPENDITURES	.00	306.70	.00	(306.70)	.0
	NET REVENUE OVER EXPENDITURES	.00	(306.70)	.00	306.70	.0



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item H-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item I



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 17, 2015

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

Agenda Title

Update on Network Computer Breach

Recommended Action

Informational Item, As Necessary

Executive Summary

On Monday morning March 30, 2015, the Town's computer network was infected by an email that was received by a member of the staff. The infected email's sender had a common first and last name, and was titled *Resume*. Since we had a vacancy at the time, it wasn't uncommon to receive an email from a member of the public seeking employment. There was an attachment to the email that contained a file. Once the attachment was opened, the network was corrupted.

The network was infected with a computer virus called Crypto Locker 3.0, also known as Ransomware. Once the attachment was opened, a pop-up window appeared indicating that a little over 37,000 of our files had been encrypted. The files remain encrypted unless a "ransom" is paid within a specified period of time.

Staff immediately shut down the network and contacted our consultant IT staff to assess the situation and provide direction. Additionally, staff contacted Innovate Computer Systems (ICS), a local Bay Area cyber security consulting firm with offices throughout California to assess the situation, and to provide expert direction towards de-encrypting the compromised files. The ICS expert reported that some of the files *appeared* to have characteristics that could *possibly* infect our cloud storage if we attempted to restore them using that avenue. Based on all of analysis, and with input from both our IT consultants and those of ICS, staff believed that the risk of potentially infecting our entire network wasn't an option. Staff arranged payment in the amount of \$700, and once paid, the files were unencrypted.

Our Root Cause Analysis, or RCA, determined that the Ground Zero computer's anti-virus software was out of date by less than a week. The employee had been on vacation the prior week, and but for a series of events this situation never would, or should, have occurred. There are a number of failures that took place, and if the network was as secure as it should have been, the Town would not have been in this predicament. The fact that it did take place, however, resulted in an environment that will make the Town less susceptible to these types of threats in the future. Security measure that have or will be implemented as a result will dramatically reduce the likelihood of future data corruption.

Following up on the verbal recommendation of ICS, the Town purchased four 4TB external hard drives for additional back up that are rotated weekly and are "Air Gapped" from the network. Once backed up, the drives are unplugged from the network and kept off-site. This provides security that in cases of a network failure, data breach or other system wide compromise, that we have in place a complete back-up of our data that is never less than one week old. While the attack was isolated to one computer, network security should have caught the intrusion and detected it, limiting the damage to only one computer. While the Town is backed up to the Cloud, that alone was not sufficient to secure our data and prevent file corruption.

ICS provided a detailed assessment of the Town's network, and are attached to this report. Many of the items they list have been addressed, while others have yet to be addressed. However, every item that is listed as critical has been addressed or is in the process of being addressed.

"Continued"

There are four critical issues and ten less critical issues that have been identified. The four issues and ICS' recommendations are as follows:

- i. Current Server is out of warranty
 - Recommended Resolution: First recommendation will be to obtain a new Server as the current server is over six year old. If a new server is out of the question, renewing the warranty will be the next suggestion.
- ii. Upgrade network to a Domain Environment
 - Recommended Resolution: Change from peer to peer environment to Domain environment
- iii. NAS
 - Recommended Resolution: Once a domain has been established, the NAS can be a part of the domain and the ability to backup through Carbonite will work
- iv. Backups
 - Recommended Resolution: Suggest a better backup solution which can take continual snapshots of the Server and system state. The ability to take snapshots every hour where the backups are held locally (for speed) and offsite (Disaster Recovery). Taking image snapshots of the Server will give the ability to restore from a full system failure.

Additionally, while onsite, ICS met with the entire staff and explained the importance of remaining vigilant with respect to email, the importance of running security scans on a regular basis, and not to download any data from an unknown source. Staff will also be implementing a series of Administrative Policies aimed at overall system management, and user roles and requirements – essentially a list of “do’s and don’ts” for staff.

In the wake of the breach, every network computer, server, back-up and cloud storage was scanned for malware/virus and virus software was updated if necessary.

Recently, a number of public agencies, including the White House, IRS, U.S. Office of Personnel Management, and the Interior Department have all been victim to security intrusions. Additionally, Police Departments, Cities, large and small businesses and private individuals have had ransomware intrusions. Last year, large retailers including Target, Home Depot and others also had to deal with these types of electronic security issues as well.

While this entire situation was unfortunate, the Town’s network is significantly stronger and more secure than before due to the series of security measures put in place since March 30. Staff continues to work with our IT consultants and ICS towards making additional changes and upgrades as noted in the ICS reports.

Fiscal Impact:

Amount Requested \$N/A
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

1: Network Site Diagram; 2: ICS Executive Report; 3: ICS Technical Report; 4: ICS Network and Security Audit; 5: FBI Report; 6: AP News Article

AGENDA ITEM: J-1

The FBI recently released this statement to media outlets:

WASHINGTON—

There's an old Internet scam floating around that's getting some new attention lately.

It's called "ransomware," and if you're unlucky, it may have already infected your computer or mobile phone.

Ransomware is a term used for a specific type of malware that secretly locks up certain files on your computer, putting them out of reach to everyone but the crook.

Earlier this year, the FBI issued a warning, alerting the public to a recent rise in the spread of ransomware in the U.S.

Two of the most pervasive bugs, CryptoLocker and CryptoWall, are thought to have bilked millions of dollars from unsuspecting users, and have recently begun spreading through Japan, Australia, and several other nations.

The cybersecurity firm Websense says it alone has detected about 2 million instances of Cryptolocker, with more than 60 percent of those detections targeting computers in Australia.

And researchers at anti-virus firm Symantec say a newer ransomware bug, apparently designed to contain several references to the TV series "Breaking Bad," is rapidly spreading around the world.

It works like this: a ransomware bug quietly searches out certain types of files in your computer and, without your knowledge, encrypts them. Once encrypted, a user won't be able to access those encrypted files without the decryption key, held by the bad guys.

Users are then notified, usually via a pop-up message, that all their files are now inaccessible, and will remain so unless the user pays a fee to the bad guy in exchange for the decryption key to unlock their documents.

It's almost as if someone digitally stole all your data and promised to sell it back to you only after you paid a fee.

"Ransomware looks for specific types of files to encrypt, traditionally," said John Shier, a senior security analyst at the cybersecurity firm Sophos. "It's looking for what we call user-generated content – word documents, spreadsheets, pictures. These could be pictures of your child's first birthday, videos of your honeymoon, financial spreadsheets of your small business; files that you really care about."

The ransom typically is costly enough to hurt but not so expensive that users might just give up and abandon their data, usually in the \$300 to \$600 range.

"This is a business they're running; in order for them to provide a product that is going to be successful, they can't price themselves out of the market," Shier said. "So that dollar figure has been pretty consistent. That price figure is just that – low enough that if you don't have a way of getting out of this, it's going to hurt a little bit, but

not so much that you're willing to give up your files."

Once payment is made, often via Bitcoin or pre-paid credit cards, the bad guys hand over the decryption key, But there's no guarantee that will happen.

"I get that question a lot – will they turn over the decryption key?" Shier asked. "They absolutely do, because this is basically a business. They want it known that other people who have been hit by this can say 'Well, I paid them and got my files back.' If you pay, you get your files back – that's just good business."

Although they're relatively simple in design, ransomware bugs often use a 256-bit AES encryption standard, making them theoretically impossible to crack without the decryption key.

"There's really nothing you can do," once you're files have been locked, Shier said.

Ransomware is indiscriminate in its targets, hitting personal, corporate and government computer systems alike.

"They don't care who they grab – it's spray and pray," Shier said. "The corporate world is least likely to pay because they're most likely to have mitigations in place, meaning the most success the bad guys are seeing is off the public."

Even though it's pretty much too late to do anything once a device has been infected and locked down, there are ways to protect against ransomware, or mitigate the damage once infected. The first and best, said Shier, is to backup all your files repeatedly, and in separate locations.

"The key is to store your backed-up files someplace inaccessible," he said. "Taking the backup off the network is absolutely essential. And if you re-image [reload backed-up files] on a clean machine, you have to make sure you address how you got infected in the first place."



Network Assessment
Site Diagram
Rick Howard

Prepared by:
Don Tuliao, Innovative Computing Systems, Inc.

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Scan Date:



Non A/D Printers



192.168.0.13

RNP006605
RICOH Aficio MP
C5000 1.22 / RICOH
Network Printer C
model / RICOH
Network Scanner C mo



192.168.0.197

HP1D29A3
HP ETHERNET MULTI-
ENVIRONMENT



192.168.0.212

HPA6A448
HP ETHERNET MULTI-
ENVIRONMENT



192.168.0.227

HP628C4C
HP ETHERNET MULTI-
ENVIRONMENT



Site Diagram NETWORK ASSESSMENT

Network Devices





Town of Discovery Executive Report

April 10, 2015

Report Summary	
User Name:	Don Tuliao
Login Name:	nnvat2dt
Company:	Innovative Computing Systems, Inc
User Role:	Manager
Address:	2780 Skypark Drive Suite 125
City:	Torrance
State:	California
Zip:	90505
Country:	United States of America
Created:	04/10/2015 at 10:11:28 (GMT-0700)
Template Title:	Executive Report
Asset Groups:	TOD External
IPs:	-
Sort by:	Host
Trend Analysis:	Last 8 weeks
Date Range:	02/13/2015 - 04/10/2015
Active Hosts:	2
Hosts Matching Filters:	2

Summary of Vulnerabilities

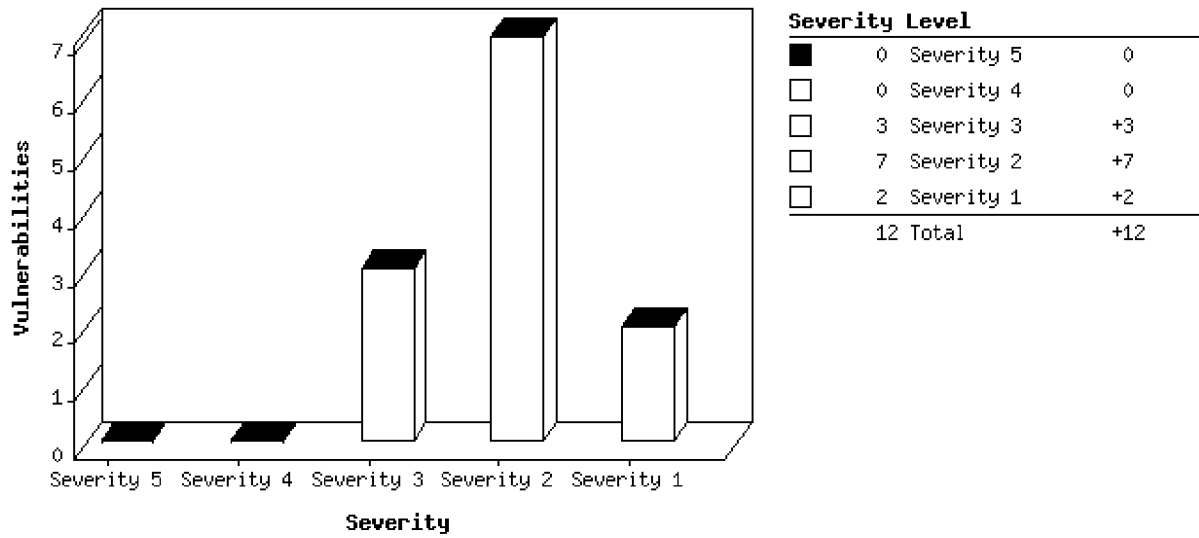
Vulnerabilities Total	12 (+12)	Security Risk (Avg)	2.5	Business Risk	9/100
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by Status			
Status	Confirmed	Potential	Total
New	12	-	12
Active	0	-	0
Re-Opened	0	-	0
Total	12	-	12
Fixed	0	-	0
Changed	12	-	12

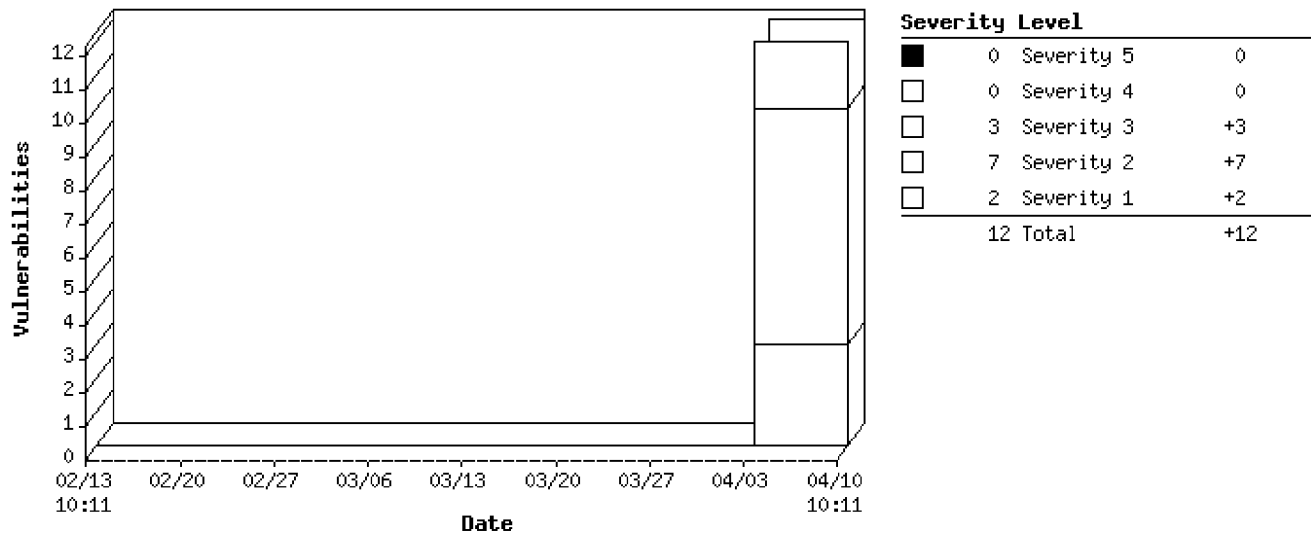
by Severity							
Severity	Confirmed	(Trend)	Potential	(Trend)	Information Gathered	Total	(Trend)
5	0	(0) -	-	-	-	0	(0) -
4	0	(0) -	-	-	-	0	(0) -
3	3	(+3)	-	-	-	3	(+3)
2	7	(+7)	-	-	-	7	(+7)
1	2	(+2)	-	-	-	2	(+2)
Total	12	(+12)	-	-	-	12	(+12)

5 Biggest Categories							
Category	Confirmed	(Trend)	Potential	(Trend)	Information Gathered	Total	(Trend)
General remote services	11	(+11)	-	-	-	11	(+11)
Web server	1	(+1)	-	-	-	1	(+1)
Total	12	(+12)	-	-	-	12	(+12)

Vulnerabilities by Severity



Vulnerabilities by Severity over Time



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Town of Discovery Technical Report

April 10, 2015

Report Summary	
User Name:	Don Tuliao
Login Name:	nnvat2dt
Company:	Innovative Computing Systems, Inc
User Role:	Manager
Address:	2780 Skypark Drive Suite 125
City:	Torrance
State:	California
Zip:	90505
Country:	United States of America
Created:	04/10/2015 at 10:12:38 (GMT-0700)
Template Title:	Technical Report
Asset Groups:	TOD External
IPs:	-
Sort by:	Host
Trend Analysis:	Latest vulnerability data
Date Range:	N/A
Active Hosts:	2
Hosts Matching Filters:	2

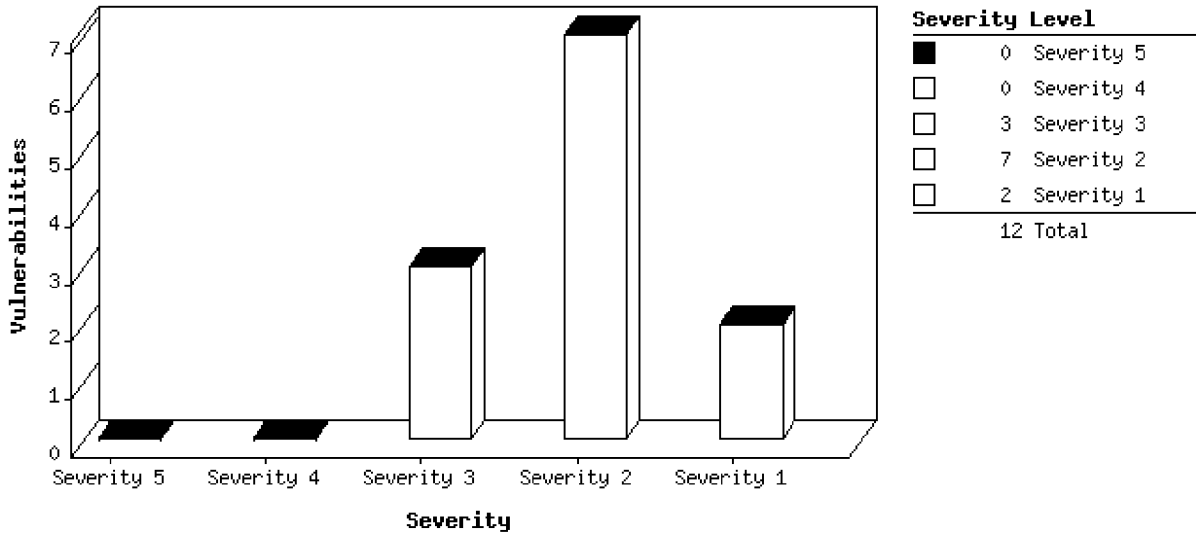
Summary of Vulnerabilities

Vulnerabilities Total	12	Security Risk (Avg)	 2.5	Business Risk	 9/100
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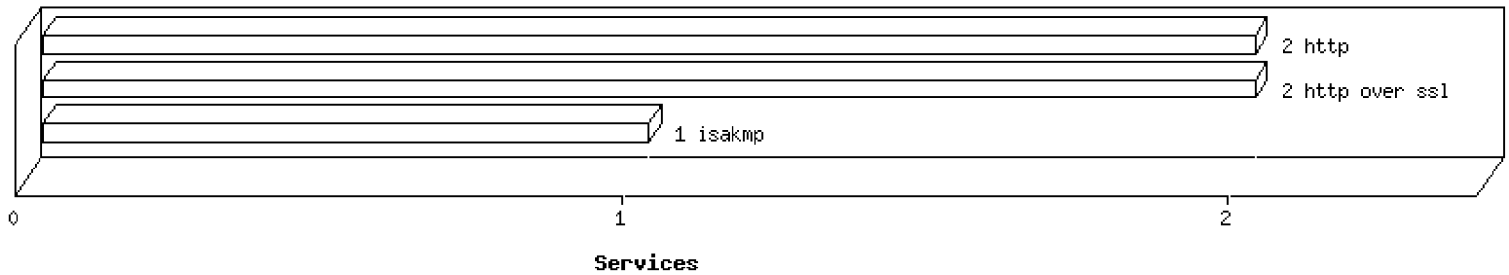
by Severity				
Severity	Confirmed	Potential	Information Gathered	Total
5	0	-	-	0
4	0	-	-	0
3	3	-	-	3
2	7	-	-	7
1	2	-	-	2
Total	12	-	-	12

5 Biggest Categories				
Category	Confirmed	Potential	Information Gathered	Total
General remote services	11	-	-	11
Web server	1	-	-	1
Total	12	-	-	12

Vulnerabilities by Severity



Services Detected



Detailed Results

75.42.140.49 (adsl-75-42-140-49.dsl.pltn13.sbcglobal.net, -)

Vulnerabilities (11)

3 SSLv3 Padding Oracle Attack Information Disclosure Vulnerability (POODLE) port 4433/tcp over SSL New

QID: 38603
Category: General remote services
CVE ID: CVE-2014-3566
Vendor Reference: POODLE
Bugtraq ID: 70574
Service Modified: 10/16/2014
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

The SSL protocol 3.0 design error, uses nondeterministic CBC padding, which makes it easier for man-in-the-middle attacks.

The target supports SSLv3, which makes it vulnerable to POODLE (Padding Oracle On Downgraded Legacy Encryption), even if it also supports more recent versions of TLS. It's subject to a downgrade attack, in which the attacker tricks the browser into connecting with SSLv3.

IMPACT:

An attacker who can take a man-in-the-middle (MitM) position can exploit this vulnerability and gain access to encrypted communication between a client and server.

SOLUTION:

Disable SSLv3 support to avoid this vulnerability.

Examples to disable SSLv3.

nginx: list specific allowed protocols in the "ssl_protocols" line. Make sure SSLv2 and SSLv3 is not listed. For example: ssl_protocols TLSv2 TLSv1.1 TLSv1.2;

Apache: Add -SSLv3 to the "SSLProtocol" line.

How to disable SSL 3.0 on Microsoft IIS (<https://support.microsoft.com/kb/187498/en-us>).

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

.- Metasploit

Reference: CVE-2014-3566

Description: HTTP SSL/TLS Version Detection (POODLE scanner) - Metasploit Ref : /modules/auxiliary/scanner/http/ssl_version

Link: http://www.metasploit.com/modules/auxiliary/scanner/http/ssl_version

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

No results available

 3 SSLv3 Padding Oracle Attack Information Disclosure Vulnerability (POODLE) port 443/tcp over SSL New

QID: 38603
Category: General remote services
CVE ID: CVE-2014-3566
Vendor Reference: POODLE
Bugtraq ID: 70574
Service Modified: 10/16/2014
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

The SSL protocol 3.0 design error, uses nondeterministic CBC padding, which makes it easier for man-in-the-middle attacks.

The target supports SSLv3, which makes it vulnerable to POODLE (Padding Oracle On Downgraded Legacy Encryption), even if it also supports more recent versions of TLS. It's subject to a downgrade attack, in which the attacker tricks the browser into connecting with SSLv3.

IMPACT:

An attacker who can take a man-in-the-middle (MitM) position can exploit this vulnerability and gain access to encrypted communication between a client and server.

SOLUTION:

Disable SSLv3 support to avoid this vulnerability.

Examples to disable SSLv3.

nginx: list specific allowed protocols in the "ssl_protocols" line. Make sure SSLv2 and SSLv3 is not listed. For example: ssl_protocols TLSv2 TLSv1.1 TLSv1.2;

Apache: Add -SSLv3 to the "SSLProtocol" line.

How to disable SSL 3.0 on Microsoft IIS (<https://support.microsoft.com/kb/187498/en-us>).

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

.- Metasploit

Reference: CVE-2014-3566

Description: HTTP SSL/TLS Version Detection (POODLE scanner) - Metasploit Ref : /modules/auxiliary/scanner/http/ssl_version

Link: http://www.metasploit.com/modules/auxiliary/scanner/http/ssl_version

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

No results available



2 SSL Certificate - Self-Signed Certificate

port 4433/tcp over SSL New

QID: 38169
Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 05/24/2009
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

An SSL Certificate associates an entity (person, organization, host, etc.) with a Public Key. In an SSL connection, the client authenticates the remote server using the server's Certificate and extracts the Public Key in the Certificate to establish the secure connection.

The client can trust that the Server Certificate belongs the server only if it is signed by a mutually trusted third-party Certificate Authority (CA). Self-signed certificates are created generally for testing purposes or to avoid paying third-party CAs. These should not be used on any production or critical servers.

By exploiting this vulnerability, an attacker can impersonate the server by presenting a fake self-signed certificate. If the client knows that the server does not have a trusted certificate, it will accept this spoofed certificate and communicate with the remote server.

IMPACT:

By exploiting this vulnerability, an attacker can launch a man-in-the-middle attack.

SOLUTION:

Please install a server certificate signed by a trusted third-party Certificate Authority.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0

CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US is a self signed certificate.



2 SSL Certificate - Subject Common Name Does Not Match Server FQDN

port 4433/tcp over SSL New

QID: 38170
Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 07/07/2014
User Modified: -
Edited: No
PCI Vuln: No
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

An SSL Certificate associates an entity (person, organization, host, etc.) with a Public Key. In an SSL connection, the client authenticates the remote server using the server's Certificate and extracts the Public Key in the Certificate to establish the secure connection.

A certificate whose Subject commonName or subjectAltName does not match the server FQDN offers only encryption without authentication.

Please note that a false positive reporting of this vulnerability is possible in the following case:

If the common name of the certificate uses a wildcard such as *.somedomainname.com and the reverse DNS resolution of the target IP is not configured. In this case there is no way for Qualys to associate the wildcard common name to the IP. Adding a reverse DNS lookup entry to the target IP will solve this problem.

IMPACT:

A man-in-the-middle attacker can exploit this vulnerability in tandem with a DNS cache poisoning attack to lure the client to another server, and then steal all the encryption communication.

SOLUTION:

Please install a server certificate whose Subject commonName or subjectAltName matches the server FQDN.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.


ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0

CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US (192.168.168.168) and IP (75.42.140.49) don't match

 2 SSL Certificate - Signature Verification Failed Vulnerability

port 443/tcp over SSL New

QID: 38173
Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 05/22/2009
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

An SSL Certificate associates an entity (person, organization, host, etc.) with a Public Key. In an SSL connection, the client authenticates the remote server using the server's Certificate and extracts the Public Key in the Certificate to establish the secure connection. The authentication is done by verifying that the public key in the certificate is signed by a trusted third-party Certificate Authority.

If a client is unable to verify the certificate, it can abort communication or prompt the user to continue the communication without authentication.

IMPACT:

By exploiting this vulnerability, man-in-the-middle attacks in tandem with DNS cache poisoning can occur.

Exception:

If the server communicates only with a restricted set of clients who have the server certificate or the trusted CA certificate, then the server or CA certificate may not be available publicly, and the scan will be unable to verify the signature.

SOLUTION:

Please install a server certificate signed by a trusted third-party Certificate Authority.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0

CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US self signed certificate

 2 SSL Certificate - Self-Signed Certificate

port 443/tcp over SSL New

QID: 38169

Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 05/24/2009
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

An SSL Certificate associates an entity (person, organization, host, etc.) with a Public Key. In an SSL connection, the client authenticates the remote server using the server's Certificate and extracts the Public Key in the Certificate to establish the secure connection.

The client can trust that the Server Certificate belongs the server only if it is signed by a mutually trusted third-party Certificate Authority (CA). Self-signed certificates are created generally for testing purposes or to avoid paying third-party CAs. These should not be used on any production or critical servers.

By exploiting this vulnerability, an attacker can impersonate the server by presenting a fake self-signed certificate. If the client knows that the server does not have a trusted certificate, it will accept this spoofed certificate and communicate with the remote server.

IMPACT:

By exploiting this vulnerability, an attacker can launch a man-in-the-middle attack.

SOLUTION:

Please install a server certificate signed by a trusted third-party Certificate Authority.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0
CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US is a self signed certificate.

 2 SSL Certificate - Subject Common Name Does Not Match Server FQDN

port 443/tcp over SSL New

QID: 38170
Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 07/07/2014
User Modified: -
Edited: No
PCI Vuln: No
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

An SSL Certificate associates an entity (person, organization, host, etc.) with a Public Key. In an SSL connection, the client authenticates the remote server using the server's Certificate and extracts the Public Key in the Certificate to establish the secure connection.

A certificate whose Subject commonName or subjectAltName does not match the server FQDN offers only encryption without authentication.

Please note that a false positive reporting of this vulnerability is possible in the following case:

If the common name of the certificate uses a wildcard such as *.somedomainname.com and the reverse DNS resolution of the target IP is not configured. In this case there is no way for Qualys to associate the wildcard common name to the IP. Adding a reverse DNS lookup entry to the target IP will solve this problem.

IMPACT:

A man-in-the-middle attacker can exploit this vulnerability in tandem with a DNS cache poisoning attack to lure the client to another server, and then steal all the encryption communication.

SOLUTION:

Please install a server certificate whose Subject commonName or subjectAltName matches the server FQDN.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0

CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US (192.168.168.168) and IP (75.42.140.49) don't match



2 SSL Certificate - Signature Verification Failed Vulnerability

port 443/tcp over SSL New

QID: 38173
Category: General remote services
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 05/22/2009
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

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If a client is unable to verify the certificate, it can abort communication or prompt the user to continue the communication without authentication.

IMPACT:

By exploiting this vulnerability, man-in-the-middle attacks in tandem with DNS cache poisoning can occur.

Exception:

If the server communicates only with a restricted set of clients who have the server certificate or the trusted CA certificate, then the server or CA certificate may not be available publicly, and the scan will be unable to verify the signature.

SOLUTION:

Please install a server certificate signed by a trusted third-party Certificate Authority.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

Certificate #0

CN=192.168.168.168,OU=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),O=HTTPS_Management_Certificate_for_SonicWALL_(self-signed),L=Sunnyvale,ST=California,C=US self signed certificate

 2 Pre-shared Key Off-line Bruteforcing Using IKE Aggressive Mode

port 500/udp New

QID: 38498
Category: General remote services
CVE ID: CVE-2002-1623
Vendor Reference: cisco-sn-20030422-ike
Bugtraq ID: 7423
Service Modified: 09/11/2014
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

IKE is used during Phase 1 and Phase 2 of establishing an IPSec connection. Phase 1 is where the two ISAKMP peers establish a secure, authenticated channel with which to communicate. Every participant in IKE must possess a key which may be either pre-shared (PSK) or a public key. There are inherent risks to configurations that use pre-shared keys which are exaggerated when Aggressive Mode is used.

IMPACT:

Using Aggressive Mode with pre-shared keys is the least secure option. In this particular scenario, it is possible for an attacker to gather all necessary information in order to mount an off-line dictionary (brute force) attack on the pre-shared keys. For more information about this type of attack, visit <http://www.ernw.de/download/pskattack.pdf> (<http://www.ernw.de/download/pskattack.pdf>).

SOLUTION:

IKE Aggressive mode with pre-shared keys should be avoided where possible. Otherwise a strong pre-shared key should be chosen.

Note that this attack method has been known and discussed within the IETF IPSec Working Group. The risk was considered as acceptable. For more information on this, visit <http://www.vpnc.org/ietf-ipsec/99.ipsec/thrd2.html#01451> (<http://www.vpnc.org/ietf-ipsec/99.ipsec/thrd2.html#01451>).

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

3591ed3f042b8858e0c2271fcea5b7c8c30238ef

 1 SSL/TLS use of weak RC4 cipher

port 4433/tcp over SSL New

QID: 38601
Category: General remote services
CVE ID: CVE-2013-2566
Vendor Reference: -
Bugtraq ID: -

Service Modified: 03/13/2015
User Modified: -
Edited: No
PCI Vuln: No
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

Secure Sockets Layer (SSL v2/v3) and Transport Layer Security (TLS) protocols provide integrity, confidentiality and authenticity services to other protocols that lack these features.

SSL/TLS protocols use ciphers such as AES,DES, 3DES and RC4 to encrypt the content of the higher layer protocols and thus provide the confidentiality service. Normally the output of an encryption process is a sequence of random looking bytes. It was known that RC4 output has some bias in the output. Recently a group of researches has discovered that there is a stronger bias in RC4, which make statistical analysis of ciphertext more practical.

The described attack is to inject a malicious javascript into the victim's browser that would ensure that there are multiple connections being established with a target website and the same HTTP cookie is sent multiple times to the website in encrypted form. This provides the attacker a large set of ciphertext samples, that can be used for statistical analysis.

IMPACT:

If this attack is carried out and an HTTP cookie is recovered, then the attacker can then use the cookie to impersonate the user whose cookie was recovered.

This attack is not very practical as it requires the attacker to have access to millions of samples of ciphertext, but there are certain assumptions that an attacker can make to improve the chances of recovering the cleartext from ciphertext. For examples HTTP cookies are either base64 encoded or hex digits. This information can help the attacker in their efforts to recover the cookie.

SOLUTION:

RC4 should not be used where possible. One reason that RC4 was still being used was BEAST and Lucky13 attacks against CBC mode ciphers in SSL and TLS. However, TLSv 1.2 or later address these issues.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

TLSv1.0 with RC4 ciphers is supported



1 SSL/TLS use of weak RC4 cipher

port 443/tcp over SSL New

QID: 38601
Category: General remote services
CVE ID: CVE-2013-2566
Vendor Reference: -
Bugtraq ID: -
Service Modified: 03/13/2015
User Modified: -
Edited: No
PCI Vuln: No
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

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SSL/TLS protocols use ciphers such as AES,DES, 3DES and RC4 to encrypt the content of the higher layer protocols and thus provide the confidentiality service. Normally the output of an encryption process is a sequence of random looking bytes. It was known that RC4 output has some bias in the output. Recently a group of researches has discovered that there is a stronger bias in RC4, which make statistical analysis of ciphertext more practical.

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This attack is not very practical as it requires the attacker to have access to millions of samples of ciphertext, but there are certain assumptions that an attacker can make to improve the chances of recovering the cleartext from ciphertext. For examples HTTP cookies are either base64 encoded or hex digits. This information can help the attacker in their efforts to recover the cookie.

SOLUTION:

RC4 should not be used where possible. One reason that RC4 was still being used was BEAST and Lucky13 attacks against CBC mode ciphers in SSL and TLS. However, TLSv 1.2 or later address these issues.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

TLSv1.0 with RC4 ciphers is supported

75.48.119.118 (adsl-75-48-119-118.dsl.pltn13.sbcglobal.net, -)

Vulnerabilities (1)

3 Web Server Stopped Responding port 7547/tcp New

QID: 86476
Category: Web server
CVE ID: -
Vendor Reference: -
Bugtraq ID: -
Service Modified: 04/16/2009
User Modified: -
Edited: No
PCI Vuln: Yes
Ticket State:

First Detected: 04/03/2015 at 10:09:31 (GMT-0700) Last Detected: 04/03/2015 at 10:09:31 (GMT-0700) Times Detected: 1

THREAT:

The Web server stopped responding to 3 consecutive connection attempts and/or more than 3 consecutive HTTP requests. Consequently, the service aborted testing for HTTP vulnerabilities. The vulnerabilities already detected are still posted.

IMPACT:

The service was unable to complete testing for HTTP vulnerabilities since the Web server stopped responding.

SOLUTION:

Check the Web server status.

If the Web server was crashed during the scan, please restart the server, report the incident to Customer Support and stop scanning the Web server until the issue is resolved.

If the Web server is unable to process multiple concurrent HTTP requests, please lower the scan harshness level and launch another scan. If this vulnerability continues to be reported, please contact Customer Support.

COMPLIANCE:

Not Applicable

EXPLOITABILITY:

There is no exploitability information for this vulnerability.

ASSOCIATED MALWARE:

There is no malware information for this vulnerability.

RESULTS:

The web server did not respond for 4 consecutive HTTP requests.

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Town of Discovery Network and Security Audit

OBJECTIVE: To provide a detailed review of the current server, network, and security regarding best practices and possible preventative measures.

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About Network and Security Audits

Network and security audits are done to provide a baseline of the current network and security health in regards to best practices. It is important for best practices to be followed to prevent many common issues that can occur on a daily basis as well as provide a better experience for employees. Audits are also done to ensure all preventative measures are in place to mitigate risks to the company and possible downtime. Furthermore audits can find key elements of a network infrastructure that are likely to become critical failures points in the near future.

Network/Server Review

This section reviews all network and server infrastructure.

Server

The following list all information found regarding the physical server onsite.

i. Hardware

- Server Name: TOWNOFDB-DIVA
- HP Proliant ML350 G6
- Serial Number: USE933N02X
- 2 Processors @ 2.27GHz
- 4GB RAM
- 2 x 500GB hard drives: RAID-1

ii. Software:

- OS: Microsoft Windows Server 2008 Standard SP2 32-bit

iii. Warranty:

- Expired: 8/17/12

Network

i. Switch

- Model: Cisco SG200
- 50: 10/100/1000 ports

ii. Firewall

- Model: SonicWall TZ215
- Firmware Version: SonicOS Enhanced 5.8.1.13-1o, needs upgrade
- Support Expires: 9/25/15
- Ports 80/443 open to DIVA Server for Web Services running Caselle
- No security services enabled (IPS, Web Filtering, Application control, antivirus)

Power

iii. Battery Backup

- Model: APC Smart UPS 750

Network Storage

i. NAS

- Model: Buffalo TeraStation
- Size: 1GB of Storage

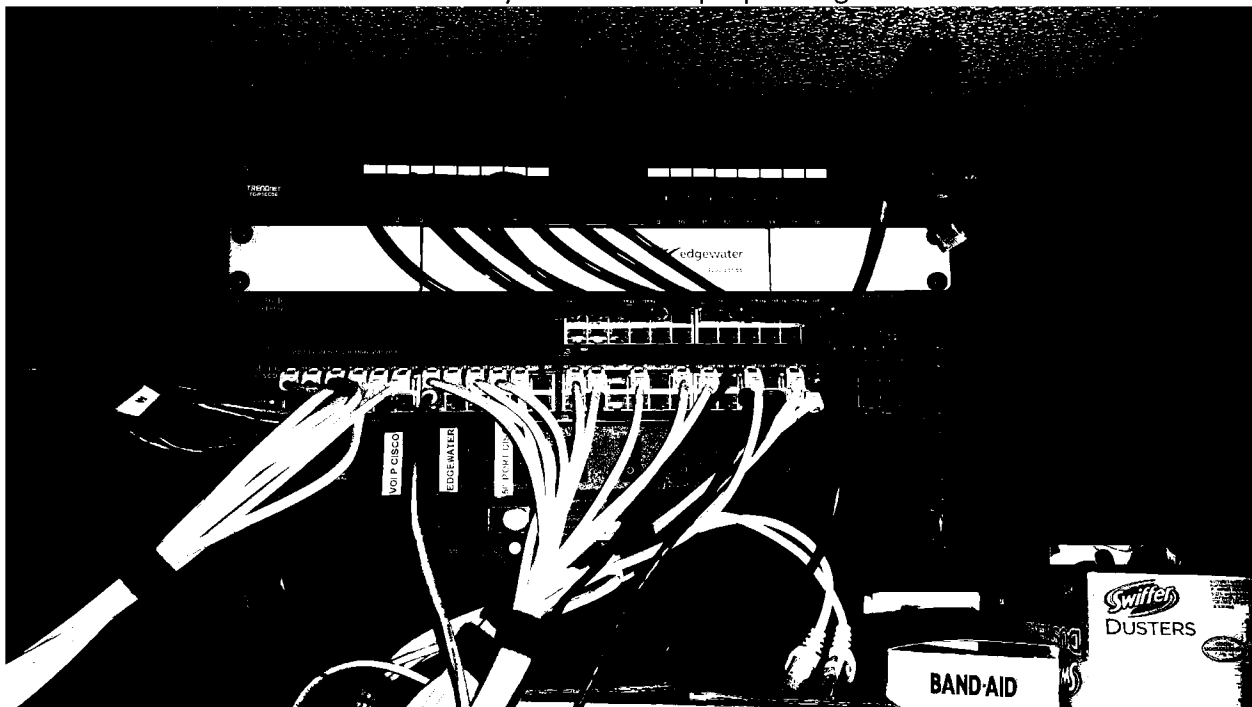
Security

This section reviews all security related items.

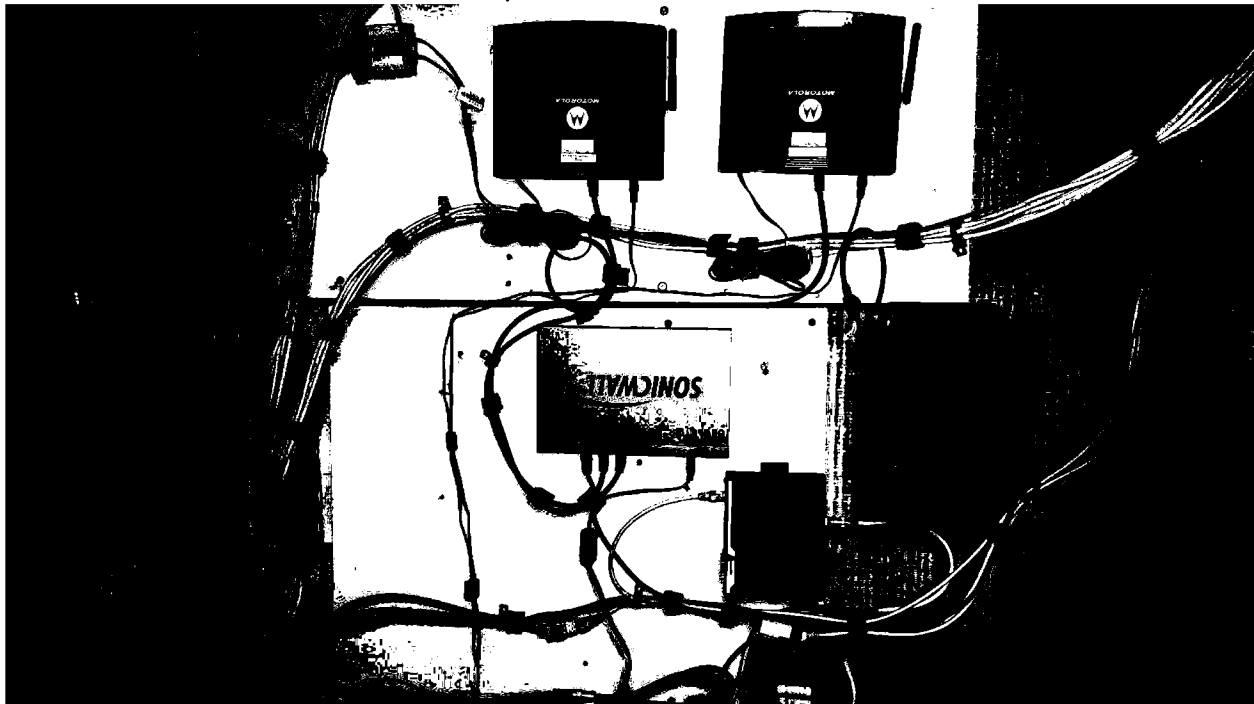
Physical Security

i. Network/Server Closet

- Network cables:
 - Cleanly dressed
- Power Sources:
 - UPS installed for battery backup
 - Unclear if all critical items are connected due to lack of crawlspace
- Network Switch:
 - Properly mounted
 - Cables are neatly dressed with proper length of cables



- Firewall and DSL modems:
 - Properly mounted to wall
 - Cables are neatly dressed



- Cooling: Insufficient for the room. Does not stay cool in the Summer and forced to leave open on the weekends with fans blowing into the room
- Door:
 - No lock on the door
 - Not fire safe
 - Forced to keep open during the summer months
- Surrounding area:
 - Shared with storage room. Access to the room is available to anyone at any time
 - Did not find a Class C Fire Extinguisher

ii. Server Closet

- Sitting on a shelf. No locking mechanism



iii. Office

- Security system:
 - Camera system installed for monitoring

Network Security

i. Peer to Peer environment

- Directory Services
 - None
 - No group policies for security
- Passwords
 - Not managed

ii. Antivirus

- Symantec Cloud Endpoint Protection
- Antivirus definitions are up to date

iii. Domain Lockdown Policies

- None as environment is Peer to Peer

iv. Firewall

- UTM is not licensed or enabled
- Firmware upgrade recommended

Backups

i. Server

- Currently using Carbonite for Offsite backups
- NAS is not currently being backed up

ii. User Documents

- Documents are stored locally on the workstations – not centrally managed

Recommendations

This section provides recommendations based on information founds in this audit.

Critical Issues

- i. **Current Server is out of warranty**
 - **Problem: Inability to get assistance from HP in case of server/drive failure**
 - **Impact of Failure:** Users will have the inability to access files on the Server in the event of a failure
 - **Recommended Resolution:** First recommendation will be to obtain a new Server as the current server is over six year old. If a new server is out of the question, renewing the warranty will be the next suggestion.
- ii. **Upgrade network to a Domain Environment**
 - **Problem: Current network is in a peer to peer environment which doesn't allow for centralized management**
 - **Impact of Failure:** Inability to centrally manage workstations and push down security rules. No centralized security on workstations or environment. All nodes have the ability to run/install non-business software and actions.
 - **Recommended Resolution:** Change from peer to peer environment to Domain environment
- iii. **NAS**
 - **Problem: The NAS is operating on a peer to peer environment**
 - **Impact of Failure:** Users are currently connected directly to the NAS without any centralized management. Unable to backup the files on the NAS because the Offsite backup service (Carbonite) does not have a backup agent for the device.
 - **Recommended Resolution:** Once a domain has been established, the NAS can be a part of the domain and the ability to backup through Carbonite will work
- iv. **Backups**
 - **Problem: Currently performing data only backups, system state is not being backed up on a continual basis and data on NAS cannot be backed up**
 - **Impact of Failure:** Unable to restore the Server in case of a system failure. Will have to rebuild the Server and restore the files and services which can take hours if not days. Currently unable to restore files from the NAS as the device is currently setup on a peer environment
 - **Recommended Resolution:** Suggest a better backup solution which can take continual snapshots of the Server and system state. The ability to take snapshots every hour where the backups are held locally (for speed) and offsite (Disaster Recovery). Taking image snapshots of the Server will give the ability to restore from a full system failure

Non-Critical Recommendations

- i. **Firewall**
 - **Problem: The firmware on the firewall is out of date.**
 - **Impact of Failure:** The network could be compromised due to a security hole that exists on this version of firmware. Performance and stability may also be impaired.
 - **Recommended Resolution:** Upgrade the firewall to the latest firmware.
- ii. **Firewall Security Features**
 - **Problem: The security features on the firewall are not licensed/enabled. This includes IPS, Web Filtering, Application control, and Antivirus.**
 - **Impact of Failure:** Defense in depth is a multi-layered approach to security. The current malware infection (CryptoWall 3.0) needs to talk to the “Command and Control” (C&C) Server. Running IPS (Intrusion Prevention System) would have stopped the communication with the C&C Server, thus not getting the command to encrypt the files
 - **Recommended Resolution:** Obtain licensing from SonicWall and enable/configure the UTM features
- iii. **Server Location**
 - **Problem: Server is sitting on a shelf**
 - **Impact of Failure:** Server can fall during an earthquake. Theft and foul-play can happen
 - **Recommended Resolution:** Suggest a small server rack with locking mechanism to prevent theft
- iv. **Fire Extinguisher**
 - **Problem: No readily available Class C Fire Extinguisher in the Server Room**
 - **Impact of Failure:** Inability to put out an electrical fire
 - **Recommended Resolution:** Purchase a dedicated C or ABC Class Fire Extinguisher within 50ft of the Server Room. Must be properly maintained and that personnel knows how to use it
- v. **UPS**
 - **Problem: The Server is not currently configured to perform a proper shutdown in case of a power failure**
 - **Impact of Failure:** Without a proper shutdown, the Operating System and data can be corrupted during an outage
 - **Recommended Resolution:** Install and configure the APC UPS Software
- vi. **Better Endpoint Protection**
 - **Problem: Rackspace and Symantec was unable to stop CryptoWall 3.0 even though the malware has been around for three months**
 - **Impact of Failure:** The carrier of the malware was able to bypass current systems and encrypt the files
 - **Recommended Resolution:** Suggest behavioral based endpoint protection instead of traditional signature/heuristic based engines.
- vii. **Cooling of the Sever Room**
 - **Problem: Improper cooling of the Server room can over-heat the Server causing failures. Improper cooling forces the staff to keep the door open which can be subject to theft or destruction**

- **Impact of Failure:** Improper cooling can over-heat the Server causing it to lock up, when the server is locked, users will be unable to access files. Keeping the door open with fans blowing into the room causes a security risk in terms of tampering or theft
 - **Recommended Resolution:** Proper ventilation and cooling for the Sever room
- viii. **Server Doors**
- **Problem: The Door to the Server Room does not have a lock**
 - **Impact of Failure:** Theft and foul-play
 - **Recommended Resolution:** Obtain a lock on the door which should remain locked at all times and access to the room only by authorized personnel
- ix. **End-User Security Awareness Training**
- **Problem: Users are unaware of phishing tactics hackers use to compromise systems. Users are also unaware on potentially dangerous files/attachments which can infect systems**
 - **Impact of Failure:** Clicking on links or running attachments can compromise a system/network. Recent case in point, CryptoWall 3.0 encrypting network files
 - **Recommended Resolution:** Train users on how to spot phishing emails and not to open attachments
- x. **Show File Extensions**
- **Problem: Users are opening files based on icons instead of looking at files**
 - **Impact of Failure:** End-users are running files based on icons. Hackers are using familiar icons such as Adobe, MS Word and MS Excel to hide malicious software. Recent case in point, an Adobe PDF turned out to be CryptoWall 3.0 encrypting network files
 - **Recommended Resolution:** This goes hand in hand with Security Awareness Training. On the back-end, file extensions are hidden by default. Will need to show the extensions so users will be able to recognize the file type and make the proper judgement on whether or not to open the file



COMPLAINT REFERRAL FORM

Complaint ID: I1503301916466141

The following information was provided by the victim and may be forwarded to the appropriate law enforcement or regulatory agencies.

Date: 03/30/2015 19:16:46

Victim Information

Name: Richard Howard
 Business Name: Town of Discovery Bay
 Age: 50 - 59
 Gender: M
 Address: 1800 Willow Lake Road
 City: Discovery Bay
 Do you live within the city limits?: Yes
 County: Contra Costa County
 State: California
 Country: United States
 Zip Code/Route: 94505
 Phone number: 9256341131
 Email Address: rhoward@toddb.ca.gov

Name of your local police or sheriff's office:
 Contra Costa County Sheriff's Office

Is the complaint you are filing related to the Internet or an online service? Yes

Do you have pertinent documents in paper form? No

Information about the Individual/Business that victimized you

Business Name: Unknown
Name:
Gender: U
Address:
City:
State:
Country:
Zip Code/Route:
Phone number:
Email Address:

Other Identifiers

Web Site:
IP Address: unknown
IRC Server:
Chat Room Name:
Usenet Newsgroup:
Other:

Monetary Loss

If you lost money from the incident you are reporting, please specify the total dollar amount of your loss.
0

Please indicate the means of payment (select all that apply)

- Cash
- Cashier's Check
- Check/Debit Card
- Credit Card
- Money Order
- Wire Transfer
- Other (Specify) Ransom Ware

Did you use a third party online payment service such as PayPal, BidPay, Escrow? No

Description of the Incident

Describe in your own words how you have been victimized.

I am the Town Manager for the Town of Discovery Bay, a political subdivision in the state of California.

On Monday March 30, 2015 an employee opened an email with the subject line: My Resume. It is not uncommon to receive an email with someone's resume as they seek for jobs in the public sector.

Once opened, she was immediately notified by Symantec of a virus. Our IT staff immediately directed staff to shut down all computers.

On the employee's computer that the Trojan horse started is noted as "Cryptowall", or Ransomware.

We are working to resolve the matter.

Please advise if you have additional information.

Regards, Richard Howard

Please indicate any medium used by the individual/business in the course of the incident.

- Bulletin board
- Chat room
- Email
- Fax
- In person
- Internet messaging
- Mail
- Newsgroup
- Telephone
- Web site
- Wire
- Other

Please indicate the initial means of contact with the individual/business that victimized you.

Email

Was this initial means of contact unsolicited/uninvited?

Yes

What was your relationship with the individual/business you are complaining about prior to the incident you are reporting?

no prior relationship

Did you conduct any research on the individual/business prior to the incident?

No

How much time has passed since you determined you were victimized?

Less than 1 week

Contact Information

Are there witnesses or other victims to this crime?

Rick Howard
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
rhoward@todb.ca.gov

Have you reported this crime to any law enforcement or government agencies?

- Better Business Bureau
- Consumer protection agency
- Individual/business that victimized you
- Police/other law enforcement
- Private attorney

Provide the specific name of each organization, contact name, contact phone number, email address, date reported, and report number (if known).

March 30, 2015: Contra Costa County Sheriff

Winnipeg Free Press

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


 SPECIAL AIR QUALITY STATEMENT IN EFFECT

Business

Ransomware: How the malicious software works, how computer users can protect themselves

By: Joyce M. Rosenberg, The Associated Press

Posted: **04/8/2015 11:17 AM** | Last Modified: 04/8/2015 12:01 PM |

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Ransomware is a growing threat to computer users, who can suddenly find they're unable to open or use their files when their machines are infected. The malicious software can attack any user — an individual, small business, Fortune 500 company or a government agency.

Some questions and answers about ransomware:

Q. What is ransomware?

A. It's a type of software used by hackers to extort money from computer and smartphone users. A program called CryptoLocker appeared several years ago, and made files like word processing documents and photos inaccessible to computer users unless they paid a ransom, usually \$500 to \$700. Law enforcement agencies shut Cryptolocker down in 2014, but there is a new generation, with versions called Cryptoware and Cryptowall.

Q. How does it work?

A. Ransomware infiltrates a computer after a user clicks on a link or attachment in an email. It can also attack when a user visits a website, including well-known ones with good security systems, according to technology consultant Greg Miller of CMIT Solutions of Goshen, New York. Once inside the computer, it encrypts or locks up files, making them impossible to use. It can also lock up a network of computers if it infects a server, a computer that links PCs.

Q. How does a user pay a ransom?

A. Bitcoins, an online currency that is hard to trace, are becoming the preferred way hackers collect ransoms, according to FBI Special Agent Thomas Grasso, who is part of the government's efforts to fight malicious software including ransomware.

Q. How many attacks have there been? And how many users pay a ransom?

A. During 2013, the number of attacks each month rose from 100,000 in January to 600,000 in December, according to a report last year by Symantec, the maker of antivirus software. Those are the most recent figures available, but cybersecurity experts say the attacks are growing.

The company estimates on average, 3 per cent of users with infected machines pay a ransom.

Between June 1 and Dec. 31, 2014, the government's Internet Crime Complaint Center received 1,646 complaints about ransomware attacks, the FBI's Grasso says. From Jan. 1 to March 31 of this year, there were 629 complaints. Ransomware accounted for about 1 per cent of complaints about all kinds of cybercrime. The majority of ransomware attacks go unreported because people or businesses are embarrassed about having been hacked or paid a ransom, Grasso says.

Q. Can you prevent an attack or limit how many files are infected?

A. Conventional anti-virus programs may not be able to prevent an attack because hackers continually change their software to stay one step ahead of protective measures. Large corporations use sophisticated programs to reduce their vulnerability, but it costs more than many smaller users can pay, says Liam O'Murchu, a security executive at Symantec.

Files should be backed up in a system not directly connected to a computer or network. Storing files in online systems like Google Drive or OneDrive aren't secure, however, because they are continually linked to what's on a PC. Users may want to invest in online storage that will be able to retrieve uninfected files.

And all users must be wary about any emails with links or attachments, even if they seem to come from a known sender.

Businesses should also create separate systems for different departments or functions, says Jonathan Fairtlough, a cybersecurity executive with the security company Kroll. That will help stop ransomware from spreading if a company is attacked.

In some attacks, only some files are infected, says Philip Banks, owner of Banks Technology Services, a Roanoke, Virginia-based technology consultant.

Q. How is an infected computer repaired?

A. If a ransom is paid, the hackers generally send users a computer code that unlocks the files one by one. Depending on how many files are infected, the process can take weeks.

If there is a backup, the machine must be stripped of all files and software and reset to what's called factory condition. That process will also remove the ransomware. New files and software are then installed from the backup.

Follow Joyce Rosenberg at www.twitter.com/JoyceMRosenberg

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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item K



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up Documentation For Agenda Item L

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

JOINT EXERCISE OF POWERS AGENCY

April 9, 2015

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Robert (Bob) Taylor at 7:06 P.M.

ROLL CALL

PRESENT: Doug Hardcastle (Oakley), Mary N. Piepho (Contra Costa County), Tony Tiscareno (Antioch), and Chair Robert (Bob) Taylor (Brentwood)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Piepho, seconded by Director Hardcastle, the Authority adopted the Consent Items by the following vote:

AYES: Hardcastle, Piepho, Tiscareno, Taylor
NOES: None
ABSTAIN: None
ABSENT: None

A. APPROVED Minutes of the February 12, 2015 Board meeting (*March meeting cancelled*).

B. Balfour Road Interchange Project – Right-of-Way Acquisition.
THE AUTHORITY TOOK THE FOLLOWING ACTIONS:

1. APPROVED the Right-of-Way Contracts between the Authority and Contra Costa Water District (CCWD).
2. ACCEPTED the Grant Deeds dated April 2, 2015 from CCWD, pursuant to Streets & Highway Code Section 760, for the Authority to acquire fee title to CCWD's property identified in the deeds ("Property").

3. APPROVED the conveyance of four easements within the Property from the Authority to CCWD, as described in the Grant of Easements, pursuant to Government Code Section 25526.6, after title to the Property vests in the Authority.
4. DETERMINED that the conveyance of the easements is in the public interest and will not substantially conflict or interfere with the Authority's use of the Property.
5. AUTHORIZED the Secretary to the Authority, or designee, to execute the Right-of-Way Contracts and the Grant of Easements on behalf of the Authority.
6. DIRECTED the Real Estate Division of the Public Works Department to cause the Grant Deeds and Grant of Easements to be delivered to North American Title Company for recording.

C. Balfour Road Interchange Project – Right-of-Way Acquisition.
 THE AUTHORITY TOOK THE FOLLOWING ACTIONS:

1. APPROVED the Right-of-Way Contracts and ACCEPTED the Quitclaim Deeds, Relinquishment of Access Rights, and Temporary Construction Easements listed below:

<u>Grantor</u>	<u>Documents</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
Brentwood Country Club Partners, L.P.	Right-of-Way Contract Relinquishment of Access Rights Quitclaim Deed Temporary Construction Easement	March 24, 2015 and March 25, 2015	Brentwood Country Club Partners, L.P.	\$86,500
BRV Investment Brentwood, LLC	Right-of-Way Contract Relinquishment of Access Rights Quitclaim Deed Temporary Construction Easement	April 2, 2015	BRV Investment Brentwood, LLC	\$100,000

2. AUTHORIZED the Secretary to the Authority, or designee, to execute said Right-of-Way Contracts on behalf of the State Route 4 Bypass Authority (Authority), pursuant to Streets & Highways Code Section 760.
3. APPROVED Authority's payments to Grantors, as listed above, for said property rights, and payment of interest calculated in accordance with Code of Civil Procedure Sections 1268.310 through 1268.360; and AUTHORIZED the Auditor-Controller to issue checks in said amounts payable to the listed payees, to be forwarded to the Real Estate Division for delivery to Grantors.

4. DIRECTED the Real Estate Division of the Contra Costa County Public Works Department to have Relinquishment of Access Rights and Quitclaim Deeds recorded in the office of the County Recorder.
- D. Balfour Road Interchange Project – Right-of-Way Acquisition.
THE AUTHORITY TOOK THE FOLLOWING ACTIONS:
1. APPROVED the Right-of-Way Contract with Brentwood Commercial Partners, LLC, Brentwood Country Club Partners, L.P., and Blackhawk-Nunn Active Adult Communities of Brentwood, L.P.
 2. APPROVED the conveyance of the Quitclaim Deed to Brentwood Country Club Partners, L.P., the Quitclaim Deeds to Blackhawk-Nunn Active Adult Communities of Brentwood, L.P., and the Quitclaim Deed to Brentwood Commercial Partners, LLC, pursuant to Government Code Section 25526.5.
 3. ACCEPTED the Quitclaim Deed from the Blackhawk-Nunn Active Adult Communities of Brentwood, L.P., and the Relinquishment of Access Rights from Brentwood Country Club Partners, L.P.
 4. AUTHORIZED the Secretary to the Authority, or designee, to execute said Right-of-Way Contract and Quitclaim Deeds on behalf of the State Route 4 Bypass Authority (Authority), pursuant to Streets & Highway Code Section 760.
 5. DETERMINED that the properties conveyed by said Quitclaim Deeds are no longer required for Authority or other public purposes, and the value of said properties does not exceed \$25,000.
 6. DIRECTED the Real Estate Division of the Public Works Department to cause said Quitclaim Deeds to be delivered to North American Title Company for recording.
- E. APPROVED an amendment to the Consulting Services Agreement with PB Americas (PB) to extend the term of the agreement to June 30, 2016, with no change in the payment limit, to continue to provide construction management services for the former SR4 Bypass, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- F. APPROVED an amendment to the Consulting Services Agreement with L. Lucy Owens to increase the payment limit by \$226,200, for right-of-way services for SR4 (formerly SR4 Bypass) related projects and extend the term to June 30, 2016; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

DETERMINATION ITEMS

A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the Sand Creek Road Project was fully completed; the SR4/160 connectors were on schedule for completion in January 2016; and the Balfour Road Project was the next project planned for construction, with the Contra Costa Transportation Authority (CCTA) serving as the primary sponsor of that project. The current schedule was to get the project to construction this fall although there were some remaining challenges (e.g., changes in PG&E's joint utility trench and relocation of Kinder Morgan Pump Station) that could effect that schedule. He added that the tower relocation had started for the 230kV line and foundation construction would be started the week of April 13, with lines dropped the week of April 27.

Mr. Dennis also explained that staff was working with Caltrans to address traffic configuration at the Balfour Road Intersection, and the southbound entrance from Lone Tree Way to Highway 4.

BOARDMEMBER COMMENTS

There were no comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Taylor adjourned the State Route 4 Bypass Authority meeting at 7:19 P.M. to the next meeting scheduled for Thursday, May 14, 2015.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



EAST CONTRA COSTA FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting

Monday May 4, 2015 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:32 P .M.)

PLEDGE OF ALLEGIANCE: (6:32 P .M.)

ROLL CALL: (6:33 P .M.)

Directors Present: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith,
Young

Directors Absent: Johansen

Director Johansen arrived at 6:34 P.M.

PUBLIC COMMENTS: (6:34 P .M.)

There were two (2) public speakers – Gil Guerrero & Mark Whitlock

CONSENT CALENDAR: (6:40 P .M.)

Director Young pulled C.2, the following corrections were made – Insert the word “Protest” within the motion and correct the spelling on the word “determining”

C.1 Approve Minutes from April 6, 2015 Regular Board of Directors Meeting

Motion by: Director Pope to approve Consent Calendar Item C.1

Second by: Director Smith

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

May 4, 2015 Minutes
Page 1 of 3

C.2 Approve Minutes from April 27, 2015 Special Board of Directors Meeting

Motion by: Director Young to approve Consent Calendar Item C.2

Second by: Director Smith

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

WORKSHOP: (6:42 P .M.)

W.1 Station Closure Criteria, Locations of Stations in a Three-Station Model, Response Matrix, and Review Possible Reduction in Calls for Service. (6:42 P .M.)

There was a Power Point Presentation present by Chief Henderson and Battalion Chief Helmick.

There were twenty-three (23) public speakers including –

Diane Stewart, Javier Alvarez, Dennis Park, Kevin Graves, Meghan Bell, Vincent Wells, Dave Ciruli, Tamara Steiner, Supervisor Mary Piepho, Gil Guerrero, Lisa McBride, Mark McBride, Mayor Doug Hardcastle, Mayor Bob Taylor, Doug Knowles, Bill Peas, Mark Simons, Trevor Watts, John Walker, Mike McLeay, David Ellis, Herb Willis

DISCUSSION ITEMS

(9:44 P .M.)

D.1 Station Closure Timeline and Plan to Reduce Calls for Service

There were six (6) public speakers including –

Robert Leet, Mark Whitlock, Supervisor Mary Piepho, Kevin Graves and Jim Huntsey

Motion by: Director Young to approve the Fire Chief's recommendation

Second by: Director Morgan

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

Directors Johansen and Morgan left at 10:07 P.M.

D.2 Receive Operational Update for April 2015: (10:07 P .M.)

INFORMATIONAL STAFF REPORTS: (10:10 P .M.)

NONE

DIRECTORS' COMMENTS: (10:10 P .M.)

Director Bryant – Suggested that the department start putting suggestions on the website to inform the public on how to protect their homes and themselves.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (10:12 P .M.)

NONE

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTER: (10:12 P .M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representatives: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, and East Contra Costa Battalion Chiefs Association

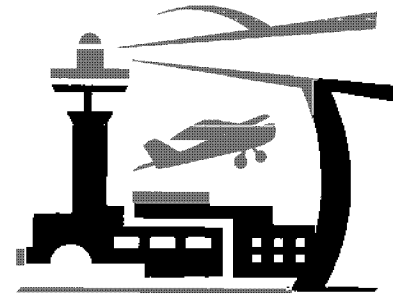
REPORT ON THE CLOSED SESSIONS: (11:00 P .M.)

No reportable action for item number 1

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: June 1, 2015: (11:00 P .M.)

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting
scheduled on June 1, 2015**

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 14, 2015**

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:00 a.m. at the Director of Airports Office.

PRESENT: **Mike Bruno, Vice Chair, CCC Airports Business Association**
Maurice Gunderson, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Roger Bass, District II**
Tina Dodson, DVC
DeWitt Hodge, Secretary, Member at Large

STAFF: Keith Freitas, Director of Airports
Judy Evans, Clerical

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan thanked those in attendance, asked for introductions and to state if there was a specific reason for attending.

**PUBLIC COMMENT
PERIOD:** None

**APPROVAL OF
MINUTES:** Approved with corrections. **Moved by Tom Weber with changes; seconded by Mike Bruno. Approved unanimously. Yes: Mike Bruno, Maurice Gunderson, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: Derek Mims. Absent: Roger Bass, Tina Dodson and DeWitt Hodge.**

**APPROVAL OF
CONSENT ITEMS:**

Moved by Mike Bruno; seconded by Derek Mims. Approved unanimously. Yes: Mike Bruno, Maurice Gunderson, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Tina Dodson and DeWitt Hodge.

PRESENTATION/SPECIAL REPORTS

a. Byron General Plan Amendment Update

Will Nelson from the Department of Conservation and Development (DCD) gave an update on the Byron General Plan Amendment.

- Copies of the "Request for Proposals" for Byron Airport, which were sent to eight (8) consulting firms, were handed out.
- DCD requested proposals from consultants to do environmental analysis and to refine the aviation/land use list.
- Deadline for proposals is May 27, 2015.
- A few firms have dropped out due to timing, but Will hopes to have at least one proposal.
- Will expressed concern that a list of uses with no parameters may come back expensive and with mitigation measures that are unrealistic. Furthermore, the County would bear the cost.
- Rudi Raab stated that nothing can be developed without water and sewage.
- Will responded that in fact, these limitations will limit what can be done on the list.
- Derek Mims summarized that putting limits on the list will facilitate the process, but limits what can be done.
- Clarification was made that just because something is not on the list, doesn't mean it can't be done. It would just have to go through planning review.
- There was discussion about the conundrum of trying to encourage development without water and sewage.
- Mike Bruno stated that the biggest impediment to this process is zoning. The reason there is hesitation to limit the list is because the process is so lengthy that no one wants to go through it again for another use.
- Ronald Reagan expressed concern about the mindset of Byron Airport. He believes that Byron can be a productive airport like Buchanan Field, but the County must take a positive and proactive approach. For example, enlisting the help of the cities in the area to join the County in improving access. He would like to see more effort towards the promotion of the Byron Airport and make it more attractive.
- Keith McMahon reminded everyone that this is the foundation work to develop Byron Airport and not to be discouraged by the pace.
- Russell Roe agreed that zoning has been an issue for many years and expressed his concern about reducing the list.
- Will Nelson explained that the downside of having leeway on the list is time and cost. If an Environmental Impact Report (EIR) is required, the cost is approximately \$300k and up. However, removing elements that have traffic and air impact is within our control.
- Mike Bruno and Rudi Raab suggested putting everything on the list and if an EIR is required, remove the use at that time.

- Tom Weber emphasized the importance of zoning and expressed interest in a secondary review process.
- Will Nelson responded that if some uses prove to be problematic, they can be shifted to a different category.
- Ronald Reagan summarized that the major issues are zoning, water and sewage, and road access. He also asked about adding a cost projection for access from Vasco Road to Byron Airport.
- Keith Freitas and Will Nelson responded that it is included in the Airport Connector project, which already is in progress.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Buchanan Field/Byron Construction

Keith Freitas reviewed the construction projects at Byron:

- Rejuvenation of taxiways and runways, removal of markings and replacement of airfield signs.
- Two bids from contractors are being evaluated by Public Works.
- Waiting for approval from FAA to fund the project.
- Cost approximately \$850K.
- September timeframe to start project.

Construction projects at Buchanan:

- East ramp paving project
- \$1.5M projected cost, fully funded by Airport Enterprise fund.
- Projected start time is July 2015 and estimated to take 8-10 weeks.
- All affected tenants will be reassigned to a tiedown somewhere on the field. Tenants have also been put in contact with the three Field Base Operators (FBO's) as well as the tenant out in Byron, in case they want to store their aircraft in a hangar.

c. East Ramp Temporary Tenant Relocations

Keith Freitas gave a brief overview, as part of this topic was covered under item 7.b.

- The entire transient ramp (approximately 55 spaces) and all the east ramp will be booked. Tenants will also be relocated to John Glenn Drive and the west side tiedowns.
- Approximately 110 people will be moved to various tiedown spaces.
- Maurice Gunderson asked if tenants must empty the hangars.
- Keith responded that tenants do not have to empty the hangars, but **will** not have access during the construction period.

d. Economic Development Incentive Program

Keith reported that Airport staff met with the Economic Development Incentive Program (EDIP) group:

- Group requests timing and cost of items on the EDIP list, as requested by EDIP.
- Need consensus on priorities.
- Prevailing request is for reduction of rent on tiedowns and hangars.
 - o Impact: would cost \$150K out of Enterprise fund.

- Reduction in revenue limits the ability to fund other priorities.
 - Roger Bass sent an email regarding the value of marketing for many of the items on the EDIP list.
 - Ronald Reagan commented that the EDIP list does not include improving road access to Byron.
 - After confirming that there is Byron representation on the EDIP committee, Derek Mims expressed that ostensibly there are priorities other than the road, since the list is indicative of their preferences.
 - Keith Freitas explained that the issue regarding access to Byron is already in motion, but may take many years.
 - Mike Bruno summarized what was discussed at the EDIP meeting:
 - Cost analysis
 - Request by EDIP group to separate priorities into three categories: Byron, Buchanan, and both, in order to identify what can be done jointly.
 - Identify priorities that can be done quickly to help lower frustration levels.
 - 2016 Super Bowl will be at Levi Stadium in San Jose.
 - Informed by FAA that there will be 1200 jets coming into the Bay Area over a 4-day period.
 - There is only room for 700 jets at the larger airports in the area.
 - Buchanan Field and Byron Airports are in a good location with proximity to Napa Valley, San Francisco, etc.
 - Should use this opportunity to introduce County Airports to as many people as possible.
- e. Airport Rates and Charges**
- Keith reported that the airport rate structure is being updated and will be coming out formally in the next several months.
 - Ronald Reagan expressed that nothing should be done to reduce revenue. Must be willing to pay for improvements.
 - Russell Roe commented:
 - The decision whether or not to raise rates should occur months prior to the actual increase.
 - Must be a balance between reducing revenue and wanting to attract more business.
 - There was discussion about the recent rate increase in fuel flowage/avgas (aviation gas):
 - Cannot ask the Airport to subsidize the businesses.
 - Request for more communication/discussion prior to rate increases.
 - Need to be competitive with other airports, as pilots may go to airports with cheaper gas.
 - Some airports operate their own fuel like Byron and Livermore, so their prices will be lower.
 - Rate increases are part of the lease agreement.
 - Airport has a financial responsibility to the County.
 - There are already more priorities than there is money to pay for them prior to reducing fees.
 - CPI increases were waived two years prior to this year.

f. Set Meeting Calendar for June 2015 - May 2016

AAC meetings will continue to be held on the second Thursday of each month.

g. Tenant Recognition Awards

- One nomination from the Tenant Appreciation BBQ.
- Nominations should be substantial. Nominees should be exemplary.
- Nominees are voted for by the AAC. Nominations that lack substance **will** not be supported.

Ronald Reagan brought up the DVC representative.

- Tom Weber reported that Krystal Hinojosa, the Chief of Staff for Supervisor Michoff, has set up a meeting with Peter Garcia, the president of DVC to:
 1. Find a true viable candidate
 2. Open the position to a student (internship)
 3. Make it an At-Large position

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None

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

Already discussed

c. Airport Land Use Commission (ALUC) Update

Tom Weber gave a brief update on the status of the Sustainable Farm project.

- There will be a meeting next week to discuss the Sustainable Farm project.
- Met with Geoff Logan and Central Contra Costa Sanitary District to discuss issues and believes the framework is there to make a presentation to the ALUC.
- Some topics discussed were safety, mitigation of wildlife issues, and specific plans for inspections.

d. AAC Announcements

- Ronald Reagan informed the AAC that the Patriots Jet Team is conducting their first golf tournament in June.
 - Purpose is to help fund education in the East Bay.
- Keith Freitas announced that the Collings Foundation will come to Buchanan Field from May 29 through June 1, 2015.
- Keith relayed that the Tenant BBQ was a success with about 275 to 300 attendees and also mentioned that there was a lot of positive feedback.

e. Airport Staff Announcements

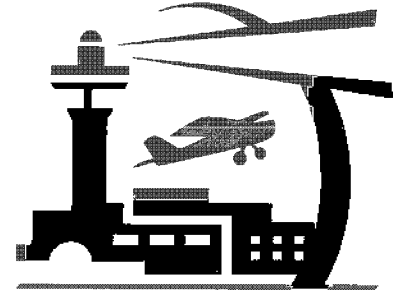
None

FUTURE AGENDA ITEMS/COMMENTS

- Economic Development Incentive Program (EDIP).
- Quick-hit items from EDIP list, specifically: display area and tiedown boxes.
- Roger Bass letter.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:57 a.m.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 9, 2015**

- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:00 a.m. at the Director of Airports Office.
- PRESENT:** Roger Bass, District II
Mike Bruno, Chair, CCC Airports Business Association
Maurice Gunderson, Member at Large
DeWitt Hodge, Member at Large
Keith McMahon, City of Concord
Rudi Raab, District I
Ronald Reagan, District III
Russell Roe, District V
Tom Weber, Vice Chair, District IV
- ABSENT:** Tina Dodson, DVC
Derek Mims, City of Pleasant Hill
- STAFF:** Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Judy Evans, Clerical
- OPENING COMMENTS
BY CHAIR:** Mike Bruno asked for introductions, thanked everyone for attending the meeting and reminded attendees that the AAC is a forum to express issues and concerns.
- PUBLIC COMMENT
PERIOD:** Duane Allen would like to see 30-35 feet more asphalt along the north or south edge of the parking area by the clubhouse. Reported an incident involving loose gravel.
- Dianne Cole expressed concern about retroactive rate increase charge on bill. Mike Bruno recommended this issue be discussed during the Economic Development portion of the meeting.
- APPROVAL OF
MINUTES:** Moved by Tom Weber; seconded by DeWitt Hodge. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald

Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Maurice Gunderson; seconded by DeWitt Hodge. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.

PRESENTATION/SPECIAL REPORTS – None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. AAC Appointments

- Mike Bruno welcomed Maurice Gunderson, Member at Large.
- Tom Weber confirmed that Ronald Reagan and Derek Mims have both been reappointed.

c. April Elections of AAC Officers

- Mike Bruno nominated Ronald Reagan to be the new Chair.
Moved by Mike Bruno; seconded by Tom Weber. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.
- Tom Weber nominated Mike Bruno to be Vice Chair.
Moved by Tom Weber; seconded by Ronald Regan. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.
- Ronald Reagan nominated DeWitt Hodge to be Secretary.
Moved by Ronald Reagan; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.

d. Buchanan Field/Byron Construction

Keith Freitas reviewed Byron construction and used charts for reference.

- September 2015 timeframe to begin project.
- Strip pavement markings and then slurry seal pavement to rejuvenate it.
- 30 to 45 day project
- Only one (1) runway will be shut down at a time.
- Signs will also be replaced if there are sufficient funds.
- Cost estimates:
 - \$800k for paving

- \$200k for signs
- DeWitt Hodge raised concern about construction impact on the Patriots Jet Team.
 - Keith responded that the construction was planned later in the year in order to avoid impacting the team during their air show season.

Keith continued with Buchanan Field projects:

- Complete taxiway Echo and Kilo
 - Light taxiway Echo and possibly overlay taxiway Kilo.
 - FAA funded
 - Could happen as early as 2015, but more likely to begin 2016.
- Another project slated for 2016 to 2017 (possibly 2018) is to overlay runway 14L/32R.
- East Ramp Taxilane:
 - Target start date is July 1, 2015.
 - 107 tenants will be relocated to tiedowns.
 - Buchanan Field FBO's and hangar businesses at Byron Airport have been contacted, as tenants may contact them in order to store planes in hangars.
 - Tenants will not be charged for hangars during displacement.
 - Construction projected to last 8 to 10 weeks.
 - Tenants will not have access to hangars during construction period.
 - Mike Bruno passed on a concern from a tenant who was unable to attend the meeting:
 - The gravel section of taxiway F is problematic because cars and/or trucks are tracking gravel onto the taxiway. The tenant would like to see it paved in order to prevent propeller damage.
 - Keith responded that it will not be paved at this time due to environmental requirements, but there are plans to seal the gravel in place.
 - Dewitt Hodge asked about drainage and if there will be capability to filter out the oils with the new drainage system.
 - Keith responded there will be a full trench, but no filtration system.
 - Beth Lee explained that there is a slope that extends to the fence line between the Airport and the flood control canal and the dirt between the two has been eroding. This area will also be treated in order to stabilize it.
 - Construction will take place 5 days per week, roughly 7 a.m. to 4 p.m.
 - Question was raised whether a storage locker could be placed with their aircraft outside on the ramp to hold cleaning/maintenance supplies.
 - That is something that will be considered.
 - Question was raised whether the contractors are aware of the phone lines near the construction.
 - Discussion was tabled for after the meeting.
 - Mike Bruno asked for clarification regarding the fees during the construction.
 - No charge if plane is left in the hangar.
 - If plane is moved to a tiedown, there will be rent on that tiedown space.
 - Forms will be sent out to tenants when plans are finalized.
 - Construction crews will clean up at the end of each day.

e. **Economic Development Incentive Program**

Mike Bruno proposed hearing from the public first. Following are priorities indicated by public:

- Storage for tiedown and shade hangar tenants.
- Dedicated aircraft display by public viewing plaza.
 - Bill Austin is retired and can assist with implementation.
- Attempt by airport management to push through good ideas.
- Hangar rates and charges.
- Air show and open house.
- East Ramp plumbing problem.
 - Adjustment for rent when unable to operate aircraft 1 day due to plumbing repair.
- Aviation culture at airport.
 - Need for Airport staff to understand culture.
- Terminal building
 - Affordability is an issue when aviation use is down
- Knox Box storage issues.
 - Question was raised why Knox Box issue would take more than 10 days.
 - Several issues need to be discussed before implementation could take place (liability of prop strikes, who provides, size, location, materials, etc.).
- Space use issues
 - There are several issues if an entity wants to set up a business (FBO competition, etc.).
- Display area
 - There may be space by Mt. Diablo Pilots Association (MDPA) area.
- Mike Bruno expressed that fuel rates need to be more competitive. When an FBO's fuel flowage rate is increased, the increase has to be passed onto the consumer and causes less use and development on the field.
- Beth Lee provided some context to the Economic Development Incentive Program (EDIP) conversation. She explained that stakeholders have already and continue to identify issues and prioritize them. Because there are limited resources and funding it is necessary to prioritize.
- The committee members reviewed and commented on the priorities expressed by the public
 - Ronald Reagan wondered why there isn't more interest in Byron because it has the potential to be as successful as Buchanan. Following are responses from the public:
 - Too far and too costly in gas.
 - Byron Airport is in a remote location and has no amenities.
 - No water and sewage (well water and septic).
 - Needs road access.
 - Cost of developing at Byron is huge.
 - Byron should be shut down.
 - Stockton Airport is in close proximity to Byron and has the means to handle large aviation capacity.
 - Inaccessible and too far away.
 - Byron is no longer in a remote location, but there is no water and sewage. Once there is water and sewage, development will commence.
 - If the possibility of profit existed at Byron, an FBO would already be there. It is not due to a lack of interest, but rather, the problem of generating revenue. A significant number of tenants in Byron would not typically utilize FBO services.

- Zoning issue.
- Commute and traffic issues.
- Byron is a resource drain on Buchanan.
- No population base to support an airport at Byron.
- Roger Bass stated that it is not accurate to say that Airport staff is looking for ways to say “no” or that nothing is being done. He explained that the EDIP list is long and that it is important to increase marketing and public relations programs to increase the consumer base. He stated that every item on the list is a priority and all come with a cost of time and money.
- Discussion about the need to find ways to get people to the airport and to increase interest in aviation.
 - The idea of a museum was brought up.
- DeWitt Hodge thanked everyone for their time and involvement. He stressed the need to figure out ways to move forward and improve tenant/owner communication.
- Maurice Gunderson pointed out that the common thread is too little communication. He suggested picking a few things on the list to be done by the next AAC meeting to demonstrate that the process is moving forward.
 - Storage boxes could be moved forward to quick implementation.
 - This is a necessary first step to make existing customers happy.
 - Display proposal is an excellent idea and Bill Austin is a great resource for the benefit of the activity and economic benefit of the Airport.
- Short term should be within the year and not 5 years (that is mid-term).
- EDIP information should be on a website board. Suggestion to open the board for people to provide feedback and be more interactive.

f. Airport Rates and Charges

Incorporated in Economic Development Incentive Program discussion.

g. Tenant BBQ May 7, 2015

Keith Freitas reminded everyone that the Tenant Appreciation BBQ is Thursday, May 7th, and to please RSVP and attend the BBQ.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None

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

- EAA is sponsoring a Ford Tri-Motor April 30 to May 3, 2015.
- Collings Foundation is coming May 29 to May 31, 2015.
- Sheriff’s Department will be doing helicopter training the next few weeks at Buchanan Field and hovering at 100 feet for 30 to 40 minutes several days a week.

c. Airport Land Use Commission (ALUC) Update

Tom Weber reported:

- Waiting to hear more definitive proposal from Central Contra Costa Sanitary District regarding proposed Sustainable Farm.

- ALUC has given them restrictions they need to meet and are waiting to hear back from them.

d. AAC Announcements

None

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS/COMMENTS

- Request was made to put 7.f. (Airport Rates and Charges) back on next agenda.
- Computer idea of open website (message board) opportunity.
 - Suggestion was made to have a broader conversation about enhanced communications (social media, etc.) put on the agenda.
- Tiedown boxes and other EDIP quick hits.
- Display aircraft proposal.

ADJOURNMENT: The meeting was adjourned by the Chair at 12:20 p.m.



DELTA STEWARDSHIP COUNCIL

A California State Agency

DELTA STEWARDSHIP COUNCIL

NOTICE OF PREPARATION DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE DELTA LEVEE INVESTMENT STRATEGY

Chair
Randy Fiorini

Members
Aja Brown
Frank C. Damrell, Jr.
Phil Isenberg
Patrick Johnston
Mary Piepho
Susan Tatayon

Executive Officer
Jessica R. Pearson

DATE: May 28, 2015

TO: State Clearinghouse
State Responsible Agencies
State Trustee Agencies
Other Public Agencies
Interested Organizations and Public

FROM: Delta Stewardship Council
Ms. Cindy Messer
980 9th Street, Suite 1500
Sacramento, CA 95814
Email address:
DLIS_NOP_comments@deltacouncil.ca.gov

SUBJECT: Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Delta Levee Investment Strategy Policy

LEAD AGENCY: Delta Stewardship Council

PROJECT TITLE: Delta Level Investment Strategy Policy

Notice is hereby given that the Delta Stewardship Council (Council) will prepare an EIR for the update to the Delta Levee Investment Strategy Policy (DLIS Policy) (Proposed Project) and will hold two public scoping meetings to receive comments on the scope of the EIR, as detailed below. Consistent with CEQA Guidelines Section 15206, the Proposed Project is considered a project of statewide, regional, or areawide significance. The Council, acting as the Lead Agency, determined that the Propose Project could result in potentially significant environmental impacts and that an EIR is required.

This NOP has been prepared for the EIR for the Proposed Project in compliance with Section 15082 of the CEQA Guidelines. The Council is soliciting comments on the scope and content of the EIR. The Council will prepare an EIR to address the potential environmental impacts associated with the Proposed Project at a programmatic level consistent with CEQA Guidelines Section 15168.

The Proposed Project, its location, and potential environmental effects are described below. The updated DLIS Policy may specify actions that other state or local agencies may take to implement aspects of the proposed

"Coequal goals" means the two goals of providing a more reliable water supply for California and protecting, restoring, and enhancing the Delta ecosystem. The coequal goals shall be achieved in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place."

levee investment strategy. In addition, other agencies may implement actions that will need to be consistent with the new policy.

Members of the public and public agencies are invited to provide comments in writing as to the scope and content of the EIR. The Council needs to know the views of your agency as to the scope and content of the environmental information that is germane to your agency's statutory responsibilities in connection with the Proposed Project.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date, but no later than the close of the 30-day NOP review period at 4:00 p.m. on Wednesday July 1, 2015. If you submit comments on the scope of the EIR, you will automatically be added to the distribution list for future notices and information about the environmental review process for the Proposed Project. If you do not wish to submit comments on the scope of the EIR, but would like to be added to the mailing list, you can submit your contact information, including email address, with a request to be added to the mailing list.

Please send your comments or your request to be added to the mailing list to:

Cindy Messer, Deputy Executive Officer – Planning
Delta Stewardship Council
980 9th Street, Suite 1500
Sacramento, CA 95814
Email address hyperlink: DLIS_NOP_comments@deltacouncil.ca.gov

Please label "Delta Levee Investment Strategy Policy EIR" as the subject. Please include the name of a contact person for your agency. All comments received, including names and addresses, will become part of the official administrative record and may be made available to the public.

Scoping Meetings

Two public Scoping Meetings are scheduled:

1) Tuesday, June 30 at 10:00 am
City Center Galleria
1110 West Capitol Avenue,
West Sacramento, CA 95691

2) Tuesday, June 30 at 6:30 pm
Robert J. Cabral Agricultural Center
2101 E. Earhart Avenue, Suite 100
Stockton, CA 95206

A copy of this Notice of Preparation and Notices of Public Scoping Meeting is also available online at <http://deltacouncil.ca.gov>.

Name: Cindy Messer
Deputy Executive Officer – Planning
Delta Stewardship Council

Signature: _____

Project Location

The proposed DLIS Policy would apply to the legally defined Sacramento-San Joaquin Delta as well as the Suisun Marsh area, which is the full geographic area addressed by the Delta Plan adopted in 2013 (California Water Code Section 85058). The project area is shown on Figure 1. The figure also identifies the “Project” levees, which are included in the State Plan of Flood Control, and “Non-project” levees, which are locally owned and maintained by local agencies or private entities.

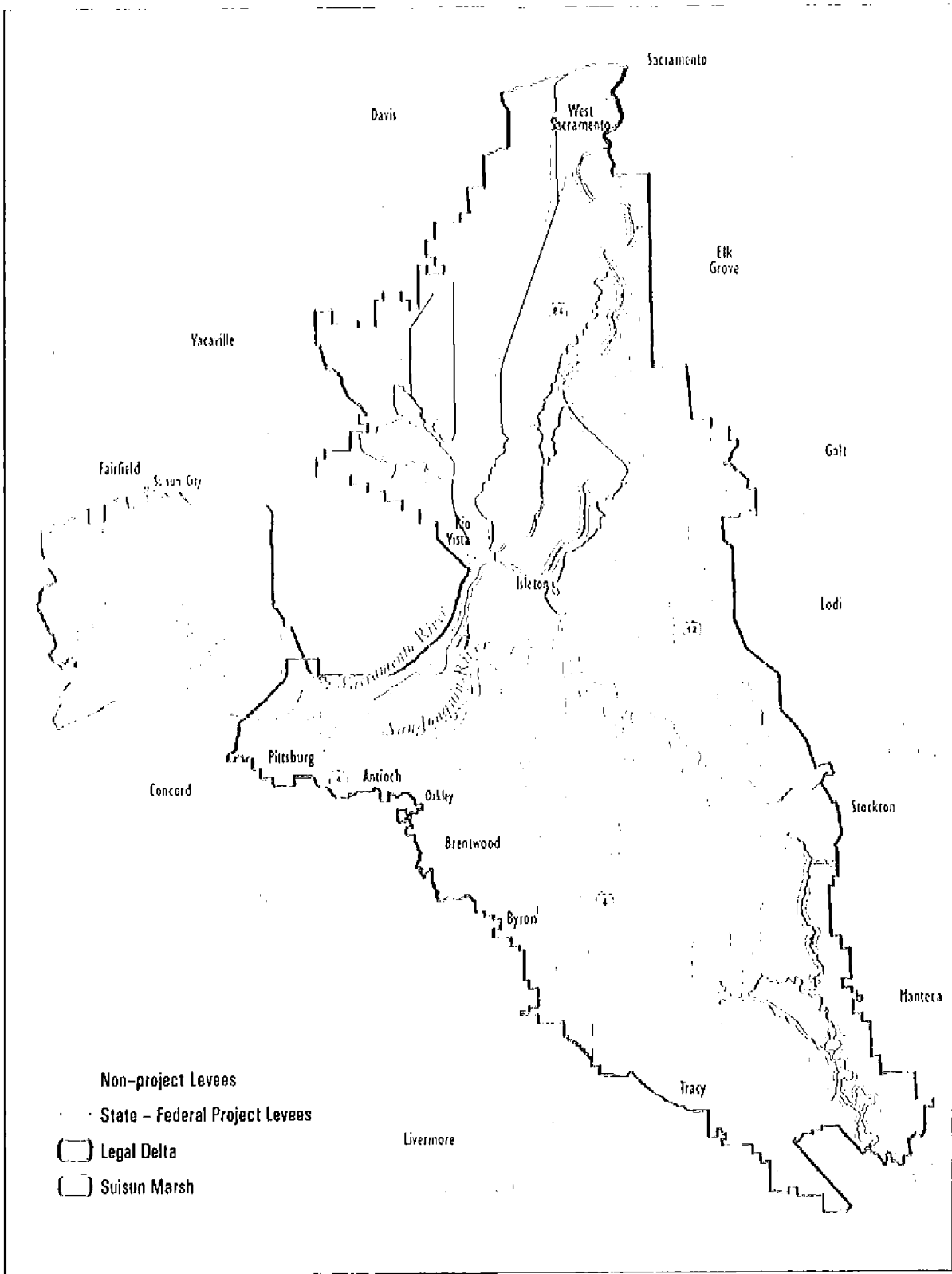
Project Description

The Council is updating the “Risk Reduction” section of its 2013 Delta Plan, which includes an interim regulatory policy for prioritizing State investments in Delta levees. The Council proposes to adopt a new policy that will replace the interim policy, Policy RR P1 (23. C.C.R § 5012). The proposed DLIS Policy will provide a more comprehensive method to prioritize State investments in Delta levees and more specificity with regard to State interests, priority locations, and the type of levee improvements appropriate to protect State interests than the interim policy.

The Delta Reform Act (SBX7 1), California Water Code Section 85000 et seq., created the Delta Stewardship Council, and required preparation of the Delta Plan. The Council is an independent agency of the State charged with furthering the achievement of the coequal goals for the Delta. Section 85054 of the California Water Code defines the coequal goals as “the two goals of providing a more reliable water supply for California and protecting, restoring, and enhancing the Delta ecosystem. The coequal goals shall be achieved in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place.” The Delta Reform Act established several requirements for the Delta Plan including that it shall attempt to reduce risks to people, property, and State interests in the Delta by promoting effective emergency preparedness, appropriate land uses, and strategic levee investments (California Water Code § 85305 [a]). The 2013 Delta Plan includes an interim policy (Delta Plan policy RR P1 *Prioritization of State Investments in Delta Levees and Risk Reduction*) to “guide discretionary investments in Delta flood risk management” until updated priorities are adopted pursuant to California Water Code Section 85306.

The 2013 Delta Plan also includes Recommendation RR R4, which directs the Council, in consultation with the Department of Water Resources (DWR), the Central Valley Flood Protection Board (CVFPB), the Delta Protection Commission, local agencies, and the California Water Commission to develop updated funding priorities for State investments in Delta levees (Delta Plan recommendation RR R4 *Actions for the Prioritization of State Investments in Delta Levees*). This recommendation provides guidance on the actions, analysis, and methodologies to be conducted to develop priorities and a list of required deliverables to be prepared.

The Council is now implementing Recommendation RR R4 and working with the agencies listed above to develop the updated policy to establish “priorities for State investments in levee operation, maintenance, and improvements in the Delta, including levees that are part of the State Plan of Flood Control and non-project levees.”



SOURCE: Delta Stewardship Council, 2013

Delta Levee Investment Strategy Policy . 140190

Figure 1
DLIS Policy Project Area

The interim policy currently included in the 2013 Delta Plan (contained in Section 5012 of the Delta Plan Regulations (23. C.C.R § 5012)) establishes the following:

“the interim priorities listed below shall, where applicable and to the extent permitted by law, guide discretionary State investments in Delta flood risk management. Key priorities for interim funding include: emergency preparedness, response, and recovery as described in paragraph (1), as well as Delta levees funding as described in paragraph (2).

(1) Delta Emergency Preparedness, Response and Recovery: Develop and implement appropriate emergency preparedness, response and recovery strategies, including those developed by the Delta Multi-Hazard Task Force pursuant to Water Code Section 12994.5.

(2) Delta Levees Funding: The priorities shown in the following table are meant to guide budget and funding allocation strategies for levee improvements. The goals for funding priorities are all important, and it is expected that, over time, the California Department of Water Resources must balance achievement of those goals. Except on islands planned for ecosystem restoration, improvement of non-project Delta levees to Hazard Mitigation Plan (HMP) standard may be funded without justification of the benefits. Improvements to a standard above HMP, such as that set by the U.S. Army Corps of Engineers under Public Law 84-99, may be funded as befits the benefits to be provided, consistent with the California Department of Water Resources’ current practices and any future adopted investment strategy.”

Goals	Localized Flood Protection	Levee Network	Ecosystem Conservation
1	Protect existing urban and adjacent urbanizing areas by providing 200-year flood protection.	Protect water quality and water supply conveyance in the Delta, especially levees that protect freshwater aqueducts and the primary channels that carry fresh water through the Delta.	Protect existing and provide for net increase in channel-margin habitat.
2	Protect small communities and critical infrastructure of statewide importance (located outside of urban areas).	Protect flood water conveyance in and through the Delta to a level consistent with the State Plan of Flood Control for project levees.	Protect existing and provide for net environmental enhancement of floodplain habitat.
3	Protect agriculture and local working landscapes.	Protect cultural, historic, aesthetic, and recreational resources (Delta as Place).	Protect existing and provide for net enhancement of wetlands.

The Proposed Project, the updated DLIS Policy, will be more specific than the existing interim policy presented above in terms of primarily *where* in the Delta the State should prioritize its levee investment and, to some degree, *what* types of levee improvements reflect the State's priorities in those areas. The Council may also recommend other actions to reduce flood risk in the Delta, such as investments in non-structural flood risk reduction measures that complement investments in levees. If adopted, the Delta Plan would be amended to add the new policy and Delta Plan Regulations Section 5012 (23 C.C.R. § 5012) would be amended as well.

The updated DLIS Policy, in combination with the Council's authority to require that State agencies act consistently with the Delta Plan, would ensure that levee spending by DWR and the CVFPB reflects these priorities. The investment priorities established by the proposed policy update would affect State spending under both the Delta levee subvention program (non-project levees) and the special projects program (levees with a State interest).

Potential Environmental Effects to Be Addressed in the EIR

The Council has determined that an EIR is required for the Proposed Project. The EIR will identify the significant environmental effects of the Proposed Project and alternatives in accordance with CEQA and the CEQA Guidelines. The Council will identify a "preferred" DLIS Policy that will be analyzed as the Proposed Project in the EIR. A reasonable range of alternatives that would lessen or avoid any potentially significant environmental impact of the Proposed Project will be identified and evaluated during the EIR preparation process. Feasible mitigation measures, which may include approaches to future mitigation programs, will be identified to lessen or avoid significant adverse impacts of the Proposed Project.

This EIR will be a Program EIR that examines the potential significant environmental effects of the proposed DLIS Policy guiding State investment in levee projects. The Council is not proposing, nor would the Proposed Project require, specific levee improvement projects at specific locations. While the Program EIR will review the potential physical environmental effects of potential types and locations of levee improvement and maintenance actions supported by the proposed levee investment policy, it will not provide project-level environmental review for any specific levee projects.

The DLIS Program EIR will consider all resource areas identified in CEQA Guidelines Appendix G – CEQA Environmental Checklist in the evaluation of the environmental effects. Council adoption of the proposed policy to guide State investment in levee projects would not result in or require construction of specific levee improvements or specific levee-related ecosystem restoration projects and, therefore, would not result in direct physical environmental impacts. However, the proposed policy could make certain types of levee improvement actions more or less likely to occur in certain areas of the Delta region (see Figure 1 – Project Area), depending on the State's investment priorities. Accordingly, the Proposed Project could result in indirect environmental effects associated with the types and locations of levee improvement actions and ecosystem restoration areas supported by the new policy and/or with the potential consequences to levees that are not in the top priority areas as identified by the policy.

The potential for significant indirect environmental effects will be reviewed in the resource areas summarized below. The Program EIR will provide a program-level evaluation of potential impacts, addressing potential

adverse effects at both the local (general project location) and regional (Delta region) levels. The EIR will describe thresholds of impact significance or methods to define significance under various conditions, and will identify program-level mitigation measures, including performance-based approaches or policies, that could be considered in the development of future levee maintenance and improvement projects to reduce adverse impacts to a level of less than significant.

- **Aesthetics:** The EIR will evaluate at a program-level the potential effects on visual resources that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage.
- **Agricultural:** The EIR will evaluate at a program-level the potential effects on agricultural resources that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The Program EIR will review potential temporary and permanent loss of agricultural activities and land as a result of levee improvement projects, levee-related ecosystem restoration efforts, and/or levee damage on individual Delta islands as well as within the overall Delta region.
- **Air Quality and Greenhouse Gas Emissions:** The EIR will evaluate at a program-level the potential effects on air quality that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. Potential air quality and greenhouse gas emission impacts would be associated primarily with construction activities for levee maintenance or improvement projects and to a much lesser extent with potential increased energy use and facility operations (e.g., additional pumps). The potential for changes in GHG emissions associated with land use changes that may occur as indirect impact of implementation of the Proposed Project will also be addressed in the EIR; specifically potential changes in agricultural land uses within the project area could affect GHG emissions.
- **Biological Resources:** The EIR will evaluate at a program-level the potential effects on aquatic and terrestrial biological resources that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The environmental evaluation will address potential site-specific effects of the types of potential levee improvement supported by the proposed policy as well as potential effects with the overall Delta ecosystem and associated downstream Bay-Delta system.
- **Cultural Resources:** The EIR will evaluate at a program-level the potential effects on archaeological and historic resources within the Delta region quality that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-

related ecosystem restoration, or as a consequence of levee degradation and damage. The Program EIR will describe significant cultural resources within the Delta region that could be affected.

- **Geology, Soils, and Seismicity:** The EIR will evaluate at a program-level the potential effects on geology, soils and seismicity that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The Program EIR will describe known geological and seismic hazards and soil conditions. The analysis will address potential indirect effects on Delta geomorphology, sediment transport and erosion patterns and processes.
- **Hydrology and Water Quality:** The EIR will evaluate at a program-level the potential effects on hydrology and water quality that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The analysis will address potential effects on potential flow patterns in the Delta and associated effects related to flood risk or geomorphic and erosion pattern changes. The analysis will address potential effects on water quality and regulatory compliance related to aquatic resources and drinking water supplies. Future sea-level rise will be addressed in the analysis.
- **Land Use and Planning:** The EIR will evaluate at a program-level the potential effects on existing land uses and the potential for conflicts with adopted land use and resource management plans and policies that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage.
- **Mineral Resources:** The EIR will evaluate at a program-level the potential effects on mineral resources that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage.
- **Noise:** The EIR will evaluate at a program-level the potential noise effects that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. Potential noise impacts to local communities and/or sensitive wildlife would be associated primarily with construction activities for levee maintenance or improvement projects and to a much lesser extent with potential increased energy use and facility operations (e.g., additional pumps).
- **Paleontological Resources:** The EIR will evaluate at a program-level the potential effects on paleontological resources that could occur through implementation of levee maintenance actions,

construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage.

- **Population, Employment and Housing – Growth Inducement Potential:** The EIR will evaluate at a program-level the potential for the proposed levee investment policy to result in changes in population and employment or associated housing availability. The analysis will describe existing population and employment centers within the Delta and review applicable land use plans including County and local community plans as well as the Delta Plan and others as appropriate with respect to policies regarding planned areas for employment and housing within the Delta. If any growth inducement potential is identified as a result of the proposed levee investment policy, then the Program EIR analysis will address the potential secondary effects of such growth potential.
- **Recreation:** The EIR will evaluate at a program-level the potential effects on existing and planned recreation facilities and activities that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage.
- **Transportation and Traffic:** The EIR will evaluate at a program-level the potential effects on transportation facilities and traffic circulation that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The analysis will address potential effects on emergency ingress and evacuation routes.
- **Utilities and Public Services:** The EIR will evaluate at a program-level the potential effects on the local and regional utility infrastructure in the Delta as well as the public services for those residing in the Delta that could occur through implementation of levee maintenance actions, construction of various types of levee improvements, implementation of levee-related ecosystem restoration, or as a consequence of levee degradation and damage. The analysis will address existing utilities infrastructure including the major gas, electrical, communications, drainage, and flood management facilities in the Delta.



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