



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**NOTICE, CALL, AND AGENDA
OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Saturday January 14, 2012
WORKSHOP MEETING at 9:00 a.m. until 12:30 p.m.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

WORKSHOP MEETING at 9:00 a.m.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 9:00 a.m.
2. Pledge of Allegiance
3. Roll Call

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

The public may comment on any item on the Agenda that 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. WORKSHOP ITEM (9:15 am)

- 1) Review Schedule of Regular Board of Directors Meetings for 2012 (10 minutes)
- 2) Discussion of Communications Committee Report to the Board of Directors (20 minutes)
- 3) Discussion of Community Center Report to the Board of Directors (60 minutes)
- 4) Board Goals and Objectives for the 2012-13 Year and Beyond (75 minutes)
 - Topics to be discussed may include a variety of subjects including issues related to the Water and Wastewater Master Plans, Landscape/parks, and other associated subjects.
- 5) Consideration of conducting a Board Workshop with Brent Ives Consulting to perform an analysis and a conduct a study session on Board dynamics, protocols and practices (15 minutes)

D. ADJOURNMENT

Adjourn to next Regular meeting of January 18, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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

Town of Discovery Bay CSD Board Meeting Dates for 2012

January 4, 2012	
January 18, 2012	
February 1, 2012	
February 15, 2012	
March 7, 2012	
March 21, 2012	
April 4, 2012	
April 18, 2012	
May 2, 2012	
May 16, 2012	
June 6, 2012	
June 20, 2012	
July 4, 2012	Need to Change because of Holiday
July 18, 2012	
August 1, 2012	
August 15, 2012	
September 5, 2012	
September 19, 2012	
October 3, 2012	
October 17, 2012	
November 7, 2012	
November 21, 2012	Thanksgiving is the next day
December 5, 2012	
December 19, 2012	



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

To: Board of Directors
From: Communications Committee
Date: January 4, 2012
Subject: Recommendations of the Communications Committee

At the January 22, 2011 Town of Discovery Bay Community Services Towns' Community Workshop, there were a number of topics that were discussed and that the Board of Directors wished to explore further. One of those items was the desire to improve the method and manner in which the Town of Discovery Bay CSD communicates its activities, information, and mission to the public.

On March 16, 2011 the Board of Directors of the Town appointed President Graves and Director Steele, and at-large Discovery Bay residents Amanda Dove, Chris Middleton, and Jennifer Mixon to serve on the Communications Committee.

The Committee conducted their first meeting on July 20, 2011 and has held monthly meetings since that time.

REVIEW OF CURRENT EXTERNAL COMMUNICATION PRACTICES:

In an effort to improve communications between the Town of Discovery Bay CSD and the community, the Board of Directors, in 2010, approved a contract with a vendor to improve and enhance the Town's website. All Board of Director's meetings are recorded and posted to the website as well as all meeting agendas, Requests for Proposals, and many other documents that may be of interest to the community. Town staff continually adds fresh content to the site in an effort to provide as much information to the community as possible.

It was the assessment of the Committee that there is some confusion within the community about the Town of Discovery Bay Community Services Town's (TODB) name, its role and its responsibilities. Many residents believe that the TODB provides services beyond those that are actually offered. The TODB provides domestic water collection, treatment and distribution; wastewater collection, treatment and discharge; and parks and landscape services to the community.

Numerous residents don't know what services are offered by the Community Services Town and countless others erroneously believe that the Town provides municipal responsibilities such as land use; public works, and economic development, to name a few.

As a consequence, the Committee discussed using the legal name of the Town – the "Town of Discovery Bay" in correspondence, letterhead, and official documents. It is the belief of some on the committee that using the name "Town of Discovery Bay Community Services Town" provides greater overall confusion to the public. It should be noted, however, state law does require that "Community Services Town" be listed on all letterhead and business cards so that the type of public agency is clearly identified.

The Town provides annually to all homes in Discovery Bay a Water Quality Report that offers assurances to the community that the water they drink is safe from contaminants. In that report, space is provided to inform the community of activities and the role of the TODB. Other than this annual report, the TODB does not have a newsletter to reach out to the community to better inform them of the activities taking place throughout Discovery Bay that may be of interest to residents.

COMMUNICATIONS COMMITTEE IDENTIFIED PUBLIC OUTREACH OPPORTUNITIES AND RECOMMENDATIONS

The Communications Committee identified a variety of options that the Board of Directors of the TODB may want to consider in order to improve and enhance public outreach and communications throughout Discovery Bay. Those areas of interest to the Committee are:

- a) Engage the use of Social Media;
- b) Further enhance the use of the Town's Website;
- c) Develop and distribute a bi-annual TODB newsletter; and
- d) Consider placing an electronic message board in town

Social Media

The Committee recommends to the Board of Directors that the TODB engage the use of Social Media sites like Twitter and Facebook, among others, to allow residents the ability to "follow", or receive updates from the Town relative to events, meetings, and other items that may be of universal interest to the community.

This recommendation can be implemented free of charge as social media sites do not charge a fee for their use. A simple link on the Town website to social media sites is all that is needed to begin the process. It will, however, be necessary for the Town to sign-up for the social media sites, and then link those sites to the Town Website. A member of the Town staff will be required to regularly update the sites in order for them to be an effective means of communication.

It is also a goal that the Town's Website become "mobile friendly" as soon as is practical.

The Town's Website

The Town's new Website has been online for a little more than a year. In that timeframe, staff has identified a number of areas that with minor modifications will make the site more user friendly, as well as provide improved locations to post material that is of interest to the community. Most of those changes have either been executed or are in the process of being implemented at this time.

Newsletter Development

The committee recommends implementing a bi-annual newsletter featuring issues related to the Town, its mission and activities. The newsletter would be developed in-house and sent to a mailing facility for printing, preparation (folding and sorting) and mailing. The estimated cost for a four (4) page full color newsletter is approximately \$2,300 per issue.

The Committee believes that a newsletter will provide a valuable and cost effective method of getting the word out about the role the Town plays in Discovery Bay, the services offered, and present and future projects.

Electronic Message Board

The Committee recommends the Town purchase and install an electronic message board to be placed at the northwest corner of Highway 4 and Bixler Road. The message board will provide up-to-date messages regarding meetings, events, services and activities taking place throughout Town. The estimated cost to purchase, ship and install a sign of this nature is approximately \$40,000. The Committee recommends that this item be further evaluated and included in the FY 2012-13 Capital Improvement Program Budget.

Summary

The Communications Committee would like to thank the Board of Directors for allowing them to be a part of the community dialog and hopefully their efforts will result in enhanced levels of communication between the Town and the general public.



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

To: Board of Directors
From: Community Center Committee
Date: January 4, 2012
Subject: Recommendations of the Community Center Committee

At the January 22, 2011 Town of Discovery Bay Community Services Districts' Community Workshop, there were a number of topics that were discussed and that the Board of Directors wished to explore further. One of those items was the establishment of a Community Center Committee. It is the hope of the Board, and the community at large, that a community center can finally transition from dreams to reality. After almost twenty (20) years of on-and-off again starts and stops, challenges and roadblocks, it was the vision of the Board that this Committee would be able to navigate some of the many challenges that prior committees had previously faced, and for one reason or another, have been unable to overcome.

On March 16, 2011 the Board of Directors of the District appointed Directors Steele and Tetreault, and at-large Discovery Bay residents Bob Abbadie, Jim Mattison and Sean O'Toole to serve on the Community Center Committee.

The Committee conducted their first meeting on April 22, 2011 and has held monthly meetings since that time.

COMMUNITY CENTER HISTORY

The establishment of a Community Center in Discovery Bay has been a vision of the community since before 1990. There have been numerous attempts to reach consensus and identify a site for a community center, and over the years, at least four (4) different sites have been considered that were believed to be promising. However, with each site, a variety of issues transpired that derailed each of those efforts.

The Community Center Project has had a number of highly dedicated individuals committed to see the mission to its culmination. Those efforts have not gone unnoticed by the current Community Center Committee and to a large extent those efforts helped this Committee identify and develop its recommendations as identified later in this report.

Potential Community Center sites that have had prior consideration are:

1. **The "Gas Station":** This site referred to as the former "gas station" at the corner of Discovery Bay Boulevard and Sand Point Road. The property is currently owned by the Hofmann Family Trust and presently has an application for an eighty (80) unit residential subdivision on the site. This location was the site initially identified as the preferred site by previous committees. A series of architectural renderings were developed by the Discovery Bay Lions Club for this site that depicted a Community Center at that location.
2. **1520 Discovery Bay Boulevard:** This site, also presently owned by the Hofmann Family Trust, is an approximate 10,000 sq.ft office building that is partially occupied by tenants. The site would provide community center space capable of operating a facility that would meet the basic needs of the community, as well as provide office space for District Offices. However, this facility cannot accommodate large banquettes and there is limited room for kitchen preparation facilities. This location has been considered on two (2) different occasions, most recently in June 2010. The District commissioned an appraisal on the site and was in negotiations with Contra Costa County and the Hofmann Company to acquire the property when negotiations faltered due to the pending application of the eighty (80) residential units on other portions of the site.

3. **Discovery Bay Athletic Club:** The Discovery Bay Athletic Club, at 1601 Discovery Bay Boulevard, was considered as a potential community center site in 2000. The District was in negotiations to purchase the site; however, a price amenable to all parties was not reached. In September 2011, the Athletic Club site, approximately 10 +/- acres, has been listed by the owner and is presently for sale for \$2.3M.
4. **"The Twelve Lots":** As a part of the Conditions of Approval for Discovery Bay West between the Hofmann Company and Contra Costa County, there included a condition that a parcel of land be identified and set aside as a future Community Center site. The Hofmann Company identified and set aside a parcel, commonly known as the "The Twelve Lots". This approximate 2+/- acre parcel is located at the confluence of Newport Drive, Preston, and Berkshire Lane, and is directly across the street from Timber Point Elementary School. Although this site has a number of beneficial characteristics, the proximity to residential dwellings and increased neighborhood traffic make this site undesirable. There is a value to the "Twelve Lots" and it is anticipated that the value will be transferred to the District if the site is eventually designated residential.

It should be noted that the Board of Directors, at their meeting on November 2, 2011, directed staff and two (2) members of the Board to meet with Contra Costa County officials and the Hofmann Company to discuss considering an alternate location to the "twelve lots" for the community center site. The outcome of these negotiations will more than likely play a role in the District's ability to identify a suitable community center site.

CURRENT FINANCIAL STATUS

Financial considerations have always been a concern – how will construction funds be raised? What about ongoing facility operations? It is widely known that the District has limited resources to operate a Community Center at this time. The cost of land, construction, and ongoing operations are major hurdles that must be overcome. While there are currently funds available that could provide an opportunity to "land bank" a site, the fact remains that construction and ongoing operational expenses pose the biggest roadblock to a successful outcome.

Based upon assumptions obtained from current public agency construction projects and architects familiar with public facilities similar to the one envisioned for Discovery Bay, a range of \$200/sq.ft to \$300/sq. ft has been identified for sizing and reference purposes. Based upon the type of construction techniques utilized and the overall appearance packages selected, the cost of the facility could vary widely. It is anticipated that a 10,000 sq.ft to 20,000 sq. ft facility will be necessary to accommodate the variety of services and programming identified by the committee. Estimated facility costs for planning purposes are identified in the following table using the midrange square footage. It should be noted, however, that these costs take into account requirements placed on government entities pursuant to the California Public Contract Code, including the requirement to pay prevailing wage which will result in higher project costs than commonly seen in the private sector.

Construction—15,000 sq. ft @ \$200/sq. ft*	\$3.0M	Construction – 15,000 sq. ft @ \$300/sq. ft*	\$4.5M
Soft costs (including design) @ 30%	\$0.9M	Soft costs (including design) @ 30%	\$1.35M
Construction Management @ 5%	\$0.150M	Construction Management @ 5%	\$0.225M
FFE @ \$15/sq.ft	\$0.225M	FFE @ \$15/sq.ft	\$0.225M
Project Contingency	\$0.210M	Project Contingency	\$0.315M
Total	\$4.485	Total	\$6.615M

* Includes parking at 4/1,000 s/f, so 60 cars at 350 sq. ft/car (21,000 s/f of parking area, lighting, and landscape).

DESIGN AND CONSTRUCTION FINANCING:

As part of the aforementioned Conditions of Approval for Discovery Bay West, the Hofmann Company was also obligated to deposit one-half (½) of the construction costs that were predicated on the construction of a 6,695 sq.ft facility at a cost not to exceed \$1.25M. Consequently, the Hofmann Company deposited a bond at the County with an escalator clause that has increased the bond amount from the initial \$625,000 to almost \$900,000.

In 2008, voters passed Measure WW, sponsored by the East Bay Regional Park District that would continue to provide long term funding for park infrastructure for years to come. The Town of Discovery Bay CSD has approximately \$430,000 identified in Measure WW bonds for the Community Center Project.

The developer of the Ravenswood subdivision, D.R. Horton, committed to the Community Center Project with a contribution of \$525,000 towards a future facility.

On August 24, 2011, representatives of Pantages, a planned two-hundred and ninety-two (292) unit residential subdivision attended the Community Center Committee Meeting and committed to contributing \$2,500 per residential unit towards the Community Center once their project has been approved. This would provide an additional \$730,000 if all two-hundred and ninety-two (292) units are eventually built. Additional funding can also be realized from smaller in-fill projects as the economy improves and those projects are approved and move forward.

The following table identifies financial resources that are currently available to be utilized for construction and/or operation of a Community Center.

Source of Funds	Amount of Funds*	Present Location of Funds
Measure WW Bond Proceeds	\$430,000	East Bay Regional Park District
Ravenswood Development	\$525,000	District Managed (ECC Bank)
The Hofmann Company	\$900,000	Bond at County
	\$1,855,000	* Approximate

As previously discussed, there is a financial value of the "Twelve Lots" to the District which requires consideration. At this time, that value of that parcel has not been identified nor has it been studied. It should be noted, however, that Survey respondents did not favor the "Twelve Lots" as a preferred site.

Consequently, it would not be unrealistic to anticipate an additional \$1.0M in future development related contributions towards the project. This would provide an approximate total of \$3.0M be allocated to the project.

This does leave a significant overall financial shortfall for land acquisition and construction costs.

OPERATIONS AND MAINTENANCE FINANCING

After a review of financials of other existing Community Centers the Committee believes that programming and class fees, as well as facility rentals, will provide a funding source capable of offsetting the expenses of those activities. However, there will not be sufficient funding to operate the facility itself.

The operations, maintenance and capital improvement costs to support and maintain the facility will pose significant long-term financial challenges that those revenues will be insufficient to cover. It will be necessary for the District to identify a funding source that meets ongoing facility needs.

A NEW VISION FOR DISCOVERY BAY

It is anticipated that the Community Center will become an important integral component of the recreational fabric of the community, complementing the variety of other recreational activities currently available to the public. By offering programs, services and activities intended to attract all age levels of the community, the center would become a destination to learn, explore and celebrate. It is envisioned that the Center will become a focal point of pride for the community where residents of all ages will be able to enjoy activities and utilize its services in a safe, comfortable and welcoming environment. Additionally, the Center will be operated in a manner that provides the greatest flexibility in providing cost efficient, affordable, and community appropriate programming.

In an effort to judge the community's interest in a Community Center and its potential location and services offered, the Committee created a community needs survey that was distributed to the community electronically (see attached survey results). The survey was advertised in the local media, signs were placed, and residents were encouraged by word of mouth to take the survey.

On June 8, 2011 the survey went "Live" and stayed online until September 30, 2011. There were four-hundred and fifty-seven (457) respondents that started the survey, and four-hundred (400) completed the survey. The survey results are discussed in further detail later in this report.

Additionally, the Community Center Committee, in an effort to better understand and become more familiar with the relationship between the District, The Hofmann Company and Contra Costa County, invited Ms. Catherine Kutsuris of the Contra Costa County Department of Conservation and Development to address the Committee.

Committee members also visited a number of neighboring community centers to obtain a feel for the types of facilities that are located within our region, and the types of services and programs offered to the community at those facilities.

The Committee was also provided with a presentation on differing types of building techniques, from brick and mortar to prefabricated facilities by local architect Mark Lee.

Mr. Robert Zuer, an expert in establishing Community Foundations, gave a presentation to the Committee that provided valuable information that might make a community foundation a feasible fund raising mechanism for this project. This 501(c) 3 Foundation, if created, would become the fundraising arm of the Center, providing the opportunity to raise funds in a tax deductible manner from residents and corporate partners alike.

The Community Center is intended to be financially self sufficient. Room rentals will be made available to the community, and activities and recreational programming will be on a pay for use basis, consistent with the "Best Practices" procedures utilized in most communities. Additionally, clubs, groups and other parties may rent all or a part of the facility for special events.

RESULTS OF THE COMMUNITY ASSESSMENT SURVEY:

Based upon the efforts of the Community Center Committee, and information obtained from experts, site visits, and the Community Assessment Survey, the following recommendations are being respectfully forwarded to the Board of Directors of the Town of Discovery Bay Community Services District for consideration. The Committee would like to note to the Board and the Public that the following recommendations were voted upon individually and that each recommendation was unanimously supported by the Committee. The Recommendations are assembled into the following four (4) categories; Location, Funding Considerations, Facility Needs, and Planning and Other Considerations.

A. LOCATION

Recommendation A1:

The Community Center Committee recommends to the Board of Directors that the preferred location for the Community Center be the intersection of Discovery Bay Boulevard and Willow Lake Road/Sand Point Road, and more specifically, the site currently known as the Discovery Bay Athletic Club. This location, 10+/- acres, is presently for sale and offers the right opportunity at the right time to secure the necessary land for the eventual location of a Community Center, while offering immediate benefits to the community based on the existing facilities. The Community Center Committee encourages the Board of Directors to explore the possibility of acquiring this site in an expeditious but financially prudent manner.

Should the Board of Directors not be able to negotiate terms on the entire parcel, the Community Center Committee recommends that the Board of Directors attempt to purchase just the vacant portion of that site at the corner of Discovery Bay Boulevard and Willow Lake Road. If neither of those parcels is available, then the Community Center Committee recommends attempting to purchase all or a portion of the vacant land across the street at the corner of Discovery Bay Boulevard and Sand Point Road.

Given the limited amount of funds currently available today, the site should offer sufficient space for future expansion, as the community itself will inevitably grow, and with that growth, should come developer funds to support expansion.

The recommendation for these locations are supported by the survey results, which showed a strong preference for this general location, with more than twice as many respondents saying they "love it" versus any other location. Even residents of Discovery Bay West generally found this location to better than most of the other alternative locations.

B. FUNDING CONSIDERATIONS

Recommendation B1:

The Community Center Committee recommends to the Board of Directors that the Center be as self-supporting as possible and that financial models be developed to assist in this effort in order to identify and determine long-term operational costs and expenses.

From the Committee's review of financials from surrounding Community Centers it is clear that the centers are typically not self-supporting from user-fees, class fees, and facility rentals alone. A reasonably well-run center should be self-supporting in terms of staff, supplies, and other direct expenses; however, these fees did not appear to be sufficient to support costs associated with the construction of the facilities or their ongoing maintenance and repair. To that end, it will be very important for the Board of Directors to identify funds for landscaping, building repairs, and long-term capital expenditures related to mechanical equipment replacement.

Recommendation B2:

The Community Center Committee recommends to the Board of Directors that a community wide assessment be considered for construction, ongoing operations, maintenance, and capital replacement costs.

Roughly 60% of survey respondents indicated that they would be willing to pay a parcel tax on their property, and 46.7% indicated they would be willing to pay \$100 annually as a dedicated revenue source to the Community Center for ongoing operations.

The Committee acknowledges the lack of a local business base that would generally help financially support a project such as this in a more economically diverse community. As Discovery Bay is predominately a residential community with limited commercial opportunities, the Committee believes the primary method of providing the necessary funding to acquire land, construct and operate a Community Center will have to come from the funds previously identified, public support (donations), and regrettably, a parcel tax.

Recommendation B3:

The Community Center Committee recommends to the Board of Directors that there be a Community Foundation created to allow 501(c) 3 tax charitable donations from individuals, trusts, and business the opportunity to donate towards the construction or ongoing operations of the facility in a convenient manner.

The Community Foundation should be established in a cost efficient manner intended to maximize contributions and limit exposure to consultant costs. The Foundation should only be established once the project budget has been fully authorized by the Boards of Directors and the primary sources of funding have been identified.

C. FACILITY NEEDS

Recommendation C1:

The Community Center Committee recommends to the Board of Directors that the facility offer a minimum of three (3) classrooms suitable for holding a variety of class activities. Rooms should be of various configurations including: at least one (1) fitness, dance, aerobics oriented room, likely with one (1) mirrored wall and appropriate flooring; at least one (1) training room with a podium and projection screen and training room style desks; and at least one (1) arts and crafts room with supply cabinets, sinks and an easy to clean hard surface floor.

Classes were the number one activity sought by respondents to the survey. The most sought after classes included: cooking (see kitchen recommendation below); fitness / aerobics, CPR / safety, yoga / tai chi / pilates, nutrition/health, art / painting, boating, gardening, and language. In addition a review of financials from neighboring community centers show that classes produce the most self-sustaining revenue, partially because they are easy to schedule or cancel based on demand, and user fees offset all related expenses outside of building costs or maintenance.

Recommendation C2:

The Community Center Committee recommends to the Board of Directors that the facility offer an auditorium with ancillary facilities able to accommodate three-hundred (300) for town meetings, weddings, dinners, and other types of formal and informal events. The auditorium should be divisible through partition walls into at least three (3) spaces. Ancillary facilities should include a modest stage area, a backstage area suitable for basic on-stage preparation, and a room that could function in multiple applications, including that of a bride's room. The auditorium should have ample storage for chairs and folding dining tables such that the room can easily be reconfigured for various event types.

Respondents to the survey considered an Auditorium to be a "very important" part of a community center. In addition a divisible auditorium creates a variety of rental opportunities that are clearly an important revenue source for the ongoing operation of any community center.

Recommendation C3:

The Community Center Committee recommends to the Board of Directors that the facility include a "caterer's" kitchen with sufficient accommodations for food warming, limited cooking, storage, ice production, with sufficient space and appropriate layout to support food preparation for three-hundred (300), as well as the ability to host cooking classes.

Survey respondents selected cooking classes more often than any other class clearly showing local demand to support the facility. A kitchen is also an important revenue source as it is required in order to see full potential rental use of an auditorium.

Recommendation C4:

The Community Center Committee recommends to the Board of Directors that the facility provide adequate space for leisure activities such as card playing, reading, and entertainment opportunities. While these activities are not directly revenue generating in the same manner as classes, a kitchen or an auditorium; the Committee believes they support the very concept of a Community Center by providing areas for seniors and others to gather and socialize.

Recommendation C5:

The Community Center Committee recommends to the Board of Directors that the Community Center include a senior citizen program component. Seniors will be a key user of the facility during day time hours and age appropriate programming, classes, and activities are an integral part of a successful Community Center.

Recommendation C6:

The Livermore Community Center shared facilities with other District functions, consolidating the staff and all operational functions into a central location. Livermore staff felt this lowered costs when compared to building and operating multiple facilities. The Community Center Committee recommends to the Board of Directors that they consider similar opportunities to consolidate facilities, so long as the construction and operational expenses of those facilities does not divert Community Center funds for those functions.

Recommendation C7:

The Community Center Committee recommends to the Board of Directors that the facility include a conference room suitable of accommodating twelve (12) individuals, as well as audio visual and networking capabilities. The conference room will be able to accommodate small home based businesses, service organizations, and the community, among others, with the opportunity to utilize a conference room on a user fee platform on an "as necessary" basis.

D. PLANNING AND OTHER CONSIDERATIONS

Recommendation D1:

The Community Center Committee recommends to the Board of Directors that the facility be designed in the most cost effective manner, acknowledging the fact that the facility will be heavily used in a commercial type environment, and that long lasting construction techniques be utilized to provide a facility with a minimum fifty (50) year life span.

Recommendation D2:

The Community Center Committee recommends to the Board of Directors that a space plan be developed that takes into account the actual space needs necessary to meet the mission and service plan of the center. A well thought out space plan will incorporate the necessary components to be included in the Community Center. Once complete, the space plan model will then be utilized to estimate the overall project cost as well as provide the platform for final design and construction documents.

Architect Mark Lee of Lee • Jagoe Architecture, Inc. has provided a proposal for preliminary site planning and floor plan design based upon program requirements. Mr. Lee performed the initial design drawings for the Community Center that were previously developed on behalf of the Discovery Bay Lion's Club. The cost to perform this important first function is \$5,250. A copy of Mr. Lee's proposal is attached. The Committee recommends that the Board authorize staff to enter into a professional services agreement with Lee • Jagoe Architecture Inc. to facilitate this portion of the project.

Recommendation D3:

The Community Center Committee recommends that the Board of Directors identify and engage the necessary resources and experts to: 1) analyze the feasibility of a community wide parcel assessment, and ultimately develop, promote and see that assessment through to passage; 2) oversee space planning, architectural requirements, construction plans and ultimately construction of the center; and 3) further negotiations on the acquisition of the preferred site and resolve the disposition of the "Twelve Lots" parcel.

Recommendation D4:

The Community Center Committee recommends to the Board of Directors that the facility offer programming consistent with the survey results, and that the center regularly adjust programming to meet changing needs within the community. Nutrition and health related classes are also an ongoing and important component of a successful Community Center.

SUMMARY

The Community Center Committee recognizes the difficulties that have been faced by prior Community Center Committees in their efforts to locate a Community Center in Discovery Bay. With constrained funding being the Achilles heel of the Community Center Project, this committee understands and is well aware of the difficult decisions that must be made in order to transition this project from a vision to a reality.

Consequently, the Committee sees no other alternative of funding the center other than assessing the community for the facility and its ongoing operational costs.

Since the Contra Costa County Local Agency Formation Commission (LAFCO) directed the District to provide recreational opportunities for our community, and as the survey results indicate, there is a need and a desire to have this type of community asset. It is the Committee's sincere hope that the Board continue to pursue this goal.

The Community Center Committee would like to acknowledge the efforts of those communities that hosted tours of their facilities, Architect Mark Lee for his valuable input, Community Foundation specialist Bob Zuer for his guidance, and Catherine Kutsuris of Contra Costa County for all of her efforts on behalf of the Town of Discovery Bay.

**Board Workshop for the
Discovery Bay Community Services District**
Discovery Bay, CA
December 2011

*BHI Management Consulting
2459 Neptune Ct., Suite 110
Tracy, Ca.
(209) 740-6779
brent@bhiconsulting.com*

Overview of Proposal/Contract and Scope of Project:

The objective of the work proposed herein is to assist the Discovery Bay Community Services District (District) with analysis and a study session to consider Board dynamics, protocols and practices. Brent Ives (Consultant), Principal of BHI Management Consulting, will be the consultant and facilitator on this project. The proposal reflects work for preparation for the session, conducting the 1-day session and a brief follow-up report. The consultant's effort and scope of work will be organized in the following manner.

Task Set (Tasks are listed chronologically)

1. Conduct a meeting with General Manager to review the approach and deliverables for the workshop. Request and review relevant documentation regarding Board activity, actions, Board policies, and strategic or long-term planning, etc.
2. Attend two Board meetings (regular or Special called)
3. Conduct interviews with individual Board members to establish acquaintance with members, assess their individual goals and drivers relative to Board roles and service for use at the workshop.
4. Conduct a public Board workshop (anticipated for 5-7 hours) with the District Board. The workshop is anticipated, but is not limited) to cover the subjects such as:
 - the role of the Board,
 - proper Board protocols and activities,
 - Board interactions with the public, staff and each other
 - values practiced by Boards,
 - Board ethics in serving the public
 - making good policy

*-- BHI Management Consulting --
(209)740-6779*

- review of current goals and priorities
- growth and optimal performance areas for Boards of Directors.

Preliminary Schedule (dates approximate):

Engagement begins immediately upon receipt of this signed agreement.

Task Set

1. Meet with General Manager, review documentation (January 2012)
2. Attend Board meetings (January-March 2012)
3. Interview individual Board members (February 2012)
4. Conduct Board workshop (March 2012)

Terms and Conditions:

The Consultant shall perform above services as agreed under authorized signature agreement or purchase order of the District. This agreement is proposed as a fixed price contract including expenses as outlined below.

Costs and Rates:

The total cost of the Work Scope described is \$7850, (fixed) including time, materials and travel expenses (four visits anticipated). The amount will be invoiced in full upon completion of the Board workshop or if engagement moves beyond 2 months, at monthly increments. Additional or optional tasks, not covered specifically by this contract, may be added by contract addendum.

The undersigned parties agree to the terms and conditions of the workscope as described in this proposal/agreement.

Mr. Rick Howard, General Manager Date
Discovery Bay Community Services District
Discovery Bay, CA

Brent H. Ives, Principal Date
BHI Management Consulting
Tracy, CA