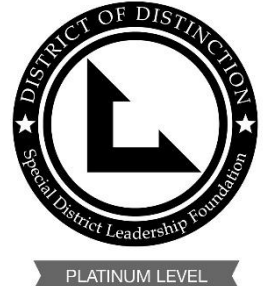




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE, CALL, AND AGENDA
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MARCH 4, 2021
SPECIAL BOARD PLANNING MEETING – 4:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#****

Download Agenda Packet and Materials at www.todb.ca.gov/

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 4:00 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. PRESENTATION, DISCUSSION, AND ACTION ITEMS

1. Review of Mission, Vision, Values and Goals
2. Looking Back 2020 Year Review
 - a. Primary Issues
 - b. Accomplishments
3. Looking Forward 2021
 - a. Key Issues and Projects
 - b. Key Planning Efforts

D. ADJOURNMENT

Adjourn to the next Regular meeting on March 17, 2021 beginning at 7:00 p.m. at the Community Center.

"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 forty-eight hours prior to the time of the meeting."

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

Special Annual Board Planning Meeting

March 4, 2021



Thank you for joining us today. We will begin shortly.



Today's Agenda

- 1. Meet Our Board of Directors**
- 2. Review Mission, Vision, Goals, and Values**
- 3. Looking Back at 2020 - Quarterly Review**
- 4. Current State of TODB in 2021**
- 5. Looking Ahead to 2022**
- 6. Board Member Input**



Our Board of Directors



From Left to Right:

VP Graves, Dir. Porter, Pres. Gutow, Dir. Graham, Dir. Callahan

Service of TODB Board Members

Kevin Graves

Term of Office:
12/7/2018 to 12/1/2022
Finance Chair
Water & Wastewater Chair

President



Vice President

Director



Director

Director



Michael Callahan

Term of Office:
12/3/2020 to 12/5/2024
Internal Operations Chair
Communications Vice-Chair

Carolyn Graham

Term of Office:
12/3/2020 to 12/5/2024
Communications Chair
Internal Operations Vice-Chair

Bryon Gutow

Term of Office:
12/7/2018 to 12/1/2022
Parks & Recreation Chair
Finance Vice-Chair

Ashley Porter

Term of Office:
10/7/2020 to 12/1/2022
Parks & Recreation Vice-Chair
Water & Wastewater Vice-Chair

District Representative Listing (2 Year Term)

Committee Name	Appointed Director	Alternate Director
Contra Costa County Aviation Advisory Committee	Bryon Gutow	Kevin Graves
Contra Costa County Code Enforcement	Ashley Porter	Bryon Gutow
Contra Costa Special Districts Association	Michael Callahan	Bryon Gutow
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Ashley Porter
East County Water Management Association	Ashley Porter	Kevin Graves
LAFCO Liaison	Michael Callahan	Carolyn Graham
Police Service (P6 Committee)	Bryon Gutow	Carolyn Graham
School District Representative Liaison LUHSD	Kevin Graves	Ashley Porter
School District Representative Liaison BUSD	Carolyn Graham	Michael Callahan
Regional Transportation Agencies	Carolyn Graham	Michael Callahan



Our Mission, Vision, Goals and Values

Mission:

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.

Vision:

- Maintain a full service and sustainable community
- Grow in harmony with the environment and the Delta
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations

Goals:

- Responsible management of public funds
- Preservation of our neighborhoods and natural resources
- Provide timely, effective and transparent communications between government and our citizens
- Continually improve the quality of our services
- Promote and protect the environment
- Take pride in community assets
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
- Recognize pioneers of the community

Values:

Innovation • Accountability • Respect
Integrity • Professionalism



2020

Looking Back at

2020



Q1

Q2

Q3

Q4



2020

Looking Back at 2020

Q1

Jan-Mar



Number	Resolution
2020-01	“Discontinuation of Residential Water Service for Nonpayment” in Compliance with SB998
2020-02	Applied Grant Funds to Convert Two Tennis Courts to Six Pickleball Courts
2020-03	Executed Amended MOU to Develop a Groundwater Sustainability Plan for the East Contra Costa County Sub-basin
2020-04	Established an Updated Policy on the Disposition of Surplus Property
2020-05	Established an Updated Purchasing and Procurement Policy
2020-06	Annual Assessment of Ravenswood Improvement



Q1

Board Amendment of Ordinance No. 7 Water Regulations and Service Ordinance

- This Ordinance is intended to provide rules and regulations applicable to the provision of water by the District and established procedures and policies necessary to the orderly administration of a water conservation program to prohibit waste and to restrict the use of water during a water shortage emergency





Q1 Accomplishments

Park and Landscape

- Published Parks and Recreation Public Event Calendar for 2020
- Established 2020 Program, activities, and event fee waivers
- Purchased playground equipment for Ravenswood Park
- Layout for Winter/Spring activity guide



Awards and Recognition

- Plaque Awarded to Michael Davies from Special District Leadership Foundation (SDLF) for completing Special District GM Certification
 - Only 45 General Managers with this Esteemed Honor
 - Having a GM with this Certification propels TODB to Platinum Level
- SDLF awarded District of Distinction Platinum Level to our District
 - There are only 12 Districts with this Honor



2020

Looking Back at 2020

Q2

Apr-June



Q2

Number	Resolution
2020-07	Approved Preparation of Application to LAFCO to Annex Lands Owned by the District Containing the Existing Newport Water Treatment Plant and Wastewater Plant No. 2, Adopting a CEQA Exemption and Directing Filing of the Notice of Exemption
2020-08	Approved Installation of Playground Equipment Replacement at Ravenswood Park, Adopting a CEQA Exemption and Directing a Filing of the Notice of Exemption
2020-09	Adopted CEQA and Approved Installation of a Groundwater Test Well for Well #8
2020-10	Adopted the Mitigated Negative Declaration and Approved the Old River Diffuser Outfall Repair Project





Number	Resolution
2020-11	Ordered Specifications of the Election Order For Nov. 4 th Election
2020-12	Established Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll for the Period FY2020-21 Through FY2024-25 and Thereafter
2020-13	Adopted Budgets for FY 2020-21
2020-14	Zone 8 Appropriation Limits for FY 2020-21
2020-15	Annual Assessment of Zone 9 FY 2020-21



Q2 Accomplishments

Water

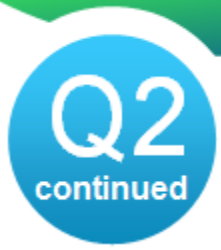
- Well 4A Motor Replacement
- Portable Camera Equipment to View Water Distribution Pipes
- Started Cathodic Protection & Continue to Add To New/Existing Assets
- Approved Scope of Work to Luhdorff and Scalmanini to Produce the 2020 Urban Water Management Plan



Wastewater

- Lift Station J Control Panel Completed
- Portable Camera Equipment to View Sewer Mains Lines





Q2 Accomplishments

Finance

- Completed Successful 2019 Audit



Annual Deliverables

- Approved Draft Annual Water Quality Report/Consumer Confidence Report for Reporting Year 2019
- Published Town of Discovery Bay Guide for 2020-2021



Park and Landscape

- Dog Park Opened
- Measure WW Grant Approved from East Bay Regional Parks District Used to Build New Pickleball Courts
- Purchased New Windscreens for Tennis and Pickleball Courts
- Resurfaced Basketball Court at Regatta Park
- Published Summer Activity Guide

Staff Changes

- Hired New Administrative Assistant/Board Secretary Yesenia Monarrez
- Hired New Executive Assistant Maddie Kibriya
- Sue Heintz Retired
- Transferred Carol McCool to Part Time Status at Community Center



2020

Looking Back at 2020

Q3

Jul-Sept



Number	Resolution
2020-16	Approved Project to repair Wastewater Treatment Plant 1 Influent Pump Station, Pump Station W and Installation of Pump Station F Bypass Piping
2020-17	Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2020-2021; continue collection of assessments on County Tax Roll
2020-18	Rehabilitation and Repair of Existing Well 1B
2020-19	Filter Maintenance and Repairs at Willow Lake and Newport Drive Water Plants
2020-20	Rehabilitation and Repair of Existing Well 1B

Q3

continued

Q3 Accomplishments

Park and Landscape

- Discussion Began Regarding County Landscaping Zones
- Landscape Enhancements:
 - Poe Street
 - Front Entrance
- All Town Palm Trees Trimmed & Large Trees on Hwy 4
- Fall / Winter Activity Guide Published
- Contract Awarded for Conversion of Two Tennis Courts to Six Pickleball Courts

Staff Changes

- Hired New Parks/Landscape/Maintenance I Worker, Luis Mora
- Berney Sadler Retired from Veolia and Proclamation 20-01 was issued
- Board Director Robert Leete Resigned, Created a Board Vacancy



Finance

- Completed 5 Year Rate Study Establishing Water & Wastewater Service Charges on the County Tax Roll through 2024
- Approved Independent Audit for Fiscal Year 2019-2020 with Croce, Sanguinetti & Vander Veen
- Cost-Comparison and Reviewed Vendor Pricing for Health, Medical, and Dental Insurance Benefit Rates for Town Employees
- Increase in The Denitrification and Plant 1 Refurb Capital Project Budget in the Amount of \$850,000



Q3

continued

Q3 Accomplishments

Board Related

- Updates to Employee 457 (b) Retirement Savings Plan
 - Board Approved an Employer Contribution of “Matching” Employee Salary Deferrals of up to \$5,000 annually Per Employee
 - Participation in 457(b) Plan Increased to 13 Employees
- Approved 3.5% annual salary increase effective July 1st, 2020

Technology

- Transitioned District IT/Technical Support to Precision IT
- Upgraded District Phone System to Cloud Based Jive/GoToConnect

Awards & Recognition

- Special District Risk Management Authority (SDRMA) Presentation of 2020 Earl F. Sayre Annual Excellence in Safety Award for the Property/Liability Program – Large Group

Water Projects

- Well 1B Rehab
- Monitoring Well Construction Complete at Well 8
- Luhdorff & Scalmanini Hired To:
 - Prepare the America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment
 - Prepare the Water System Asset Management Plan
 - Provide Engineering and Inspection Services for Filter Maintenance and Repairs for Willow Lake and Newport Drive Water Plants



Wastewater Projects

- Outfall Diffuser Replacement Design and Construction Support Engineering Services Began
- O&M Manual for WWTPs and Lift Stations Completed and Setup to Receive Future Necessary Updates
- Denitrification Update:
 - Influent Pump Station and Pump Station W



Wastewater Denitrification Project

- New Oxidation Ditch at Wastewater Treatment Plant No. 2
- Computational Fluid Dynamics Modeling Engineering Services for UV System at Plant No. 2
- Authorized Increase in the Denitrification and Wastewater Treatment Plant No. 1 to Install New Rotors at All Three Oxidation Ditches



2020

Looking Back at 2020

Q4

Oct-Dec



Number	Resolution
2020-21	Establishing an Updated and Restated Town of Discovery Bay Employee Personnel Manual
2020-22	Declaring Certain Property as Exempt Surplus Land and Authorizing Its Sale
2020-23	Amended Board Policy No. 012: Park Rules and Regulations
2020-24	Establishing a Policy for DBRS, Inc. Priority Use of the Community Center Pickleball Courts
2020-25	Approving Application for Per Capita Grant Funds



Number	Resolution
2020-26	Update Directors at BAC and Authorize to Sign on Transactions
2020-27	Replacement / Repair of the 8" Waterline Between Marlin Court and the Marina, GM to file NOE
2020-28	Amend Bylaws and Board Policy of the Town of Discovery Bay Authorizing Designated Officials to Sign Checks




Q4


continued

Q4 Accomplishments

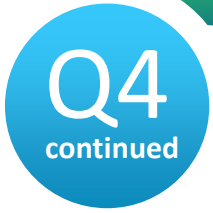
Parks / Landscape

- 
- Pool Renovation Approved to Continue
 - Landscape Enhancement on East Side of Discovery Bay Blvd
 - Community Meetings Began for Clipper Dr. Linear Park (Prop 68)
 - Awarded Playground Equipment Installation for Ravenswood Park
 - Amended Park Rules and Regulations in Resolution 2020-23
 - Pickleball Construction Completed
 - Permitted use of Courts 3, 4, 5, and 6 to DB Recreation & Sports
 - Purchased New Windscreens

Finance

- 
- Changed Provider for Employee 457(b) Benefits Retirement Plan to STARS/Empower
 - Changed Provider for Employee Flexible Spending Account (FSA) to Beniversal Card





Water

- Well 1B Office Interior and Roof Completed
- Well 4A Storm Drain Project Completed



Wastewater

- Began Planning Lift Station D Rehab



Board Related

- Director Ashley Porter Appointed to fill Seat Vacancy
- Directors Callahan and Graham Elected to Board



2021

Our Current State in 2021



2021

2021 - Projects in Progress

Finance Projects



- Transfer of Cash Management from County to Town
- Comprehensive Financial Policy Manual
- Zone Study
- Financing Denitrification Project

2021

2021 - Projects in Progress

Water

- Monitoring Well 8 Summary Report Received
- Well 4A Piping Replacement
- Well 1B
 - Pump/Motor Replacement and Well Rehab
 - Exterior Rehab
- Filter Repairs are Under Contractor Review
- Pipeline Replacements Planning & Design Phase
 - Edgeview & St. Andrews
 - Underwater Crossings – Laguna & Marina
- Urban Water Management Plan (Completion Date of 06/2021)
- America's Water Infrastructure (AWIA) Emergency Response & Emergency Preparedness Plans (Completion Date of 06/2021)
- Water Shortage Contingency Plan
- Replace ORION Readers



2021

2021 - Projects in Progress

Wastewater



- Purchased Dredge Pump
- Outfall Diffuser – Design Phase
- Denitrification Project – Design Phase (Just Received 90% Design Plans)
- Continue Building and Adding to the District's Database and Asset Management Plan & Database
- CV Salts Study

2021

2021 - New Projects

Wastewater

- New Recycle Water Master Plan
 - Phase 1 – Basic Modeling
- New Vacuum Truck
 - Replacement Truck or
 - Additional EPA Adaptations
- New Solar Dryer Panel Replacements
- New Mole Replacement (4 over the next 8 years)

Staff Changes

- Michael Davies Retirement
- Hiring of New General Manager



2021

2021 – Projects in Progress

Park and Landscape

Zone 8

- Pool Completion
- Prop 68 'Per Capita' Grant Cornell Park
- Prop 68 'Competitive' Grant Clipper Drive Linear Park
- Landscape Enhancements:
 - West Side of Discovery Bay Blvd
 - Discovery Bay Blvd. Islands

Zone 9

- Installation of Play Structure at Ravenswood Park

Staff Changes

- Replacing Carol McCool's Position with a Full Time Employee (50% Park and Landscape, 50% Water/Wastewater)



2022

Looking Ahead 2022 and Beyond



2022

Looking Ahead to 2022

Ongoing Capital Projects



Water	Wastewater
<ul style="list-style-type: none">Well 8 – Design, Bid, Begin Build	<ul style="list-style-type: none">Updating GIS
<ul style="list-style-type: none">Begin Mainline AC Pipeline Replacement Project	<ul style="list-style-type: none">Adding to the District Asset Management System
<ul style="list-style-type: none">Continue with Filter Repairs	<ul style="list-style-type: none">Denitrification Project
<ul style="list-style-type: none">Upgrade Hypo Tanks at Newport and Willow Lake Plants	<ul style="list-style-type: none">CV Salts Study

2022

Looking Ahead to 2022

Park and Landscape

- Pickleball Court Shade and Benches
- Secure Fencing Around Community Center
- Repairs to Tennis Courts #5 and #6
- HVAC for Community Center

Finance Projects

- Financing Denitrification Project
- Main Office Relocation
- New Capacity & Connection Fee Study





Board Member Input



**Thank you for joining us
today!**

