



Town of Discovery Bay Special Annual Board Planning Meeting

March 1, 2018

Today's Agenda

1. Review of Mission, Vision, Values and Goals
2. 2017 Looking Back – A Year in Review (Key Issues & Accomplishments)
3. Looking Forward 2018
 - Key Issues and Projects
 - Key Planning Efforts
4. Receive Board members suggestions or requests

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.

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

2017 Looking Back – A Year in Review

Issues & Accomplishments

First Quarter (January – March 2017)

- Water meter project included in bond financing
- Resolutions approved:
 - Revised District Bond Issuance 2017
 - Public Financing Authority Bond Issuance 2017
 - Revised Debt Management Policy
 - Amended Bylaws related to staff sub-committees and regional committees; Terms and Responsibilities of Elected Officers
- Proclamations honoring Mary Nejedly-Piepho and Hugh Henderson for their service.
- Water meter project payback plan established
- 2017 Program, Activities and Events Fee Waivers for groups created

2017 Looking Back – A Year in Review

Issues & Accomplishments

First Quarter (continued)

- Replaced downed light pole
- Revised employee job descriptions
- F/Y 2015/16 Audited Financial Statements approved
- Department of Industrial Relations (DIR) processes set
- 5 Committees were formed:
 - Communication
 - Internal Operations
 - Parks & Recreation
 - Water & Wastewater
 - Finance

2017 Looking Back – A Year in Review

Issues & Accomplishments

Second Quarter (April – June 2017)

- Resolutions approved:
 - Form a Groundwater Sustainability Agency (“GSA”) and approve a Memorandum of Agreement with other East County Water Agencies
 - SDRMA employee dental & vision benefit package
 - 2015 Urban Water Management Plan
- Roberta Fuss Tot Lot play structure replaced
- Second Amendment to Veolia Contract for Operation & Maintenance approved
 - Acoustic inspection of all wastewater lines and video inspection of those showing blockage; Inspect manholes
- Two Water & Wastewater service trucks purchased

2017 Looking Back – A Year in Review

Issues & Accomplishments

Second Quarter (continued)

- MOU between Town and DB Garden Club
 - Established Monarch butterfly waystation
- Luhdorff & Scalmanini contract for services into F/Y 2017/18 approved
- Contracted with Grant Writing firm (California Consulting)
- “Opt-Out” alternative to the installation of a smart meter resolved
- District Office air condition system update
- Du-All Safety assessment of Town facilities

2017 Looking Back – A Year in Review

Issues & Accomplishments

Third Quarter (July – September 2017)

- Resolutions Approved:
 - Annual Audit Approved
 - New Claims Policy & Procedure
 - Established employee medical benefit coverage
 - Herwit Engineering contract for services into F/Y 2017/18 approved
- MOU between Town and the Bridge on the Lake Group
- Annual palm tree pruning approved
- Board and GM attended the CSDA Annual Conference

2017 Looking Back – A Year in Review

Issues & Accomplishments

Third Quarter (continued)

- Blue green algae update to the community
- Website ADA Compliant including e-blast system with 239 members currently enrolled
- John Deere utility tractor equipment purchase
- Park & Rec Activity Code of Conduct approved
- Community Garden Revitalization Project
- Revised Parks & Facility Usage and Rental Policy
- Extend the lease for the Fire Station

2017 Looking Back – A Year in Review

Issues & Accomplishments

Fourth Quarter (October – December 2017)

- Resolution approved:
 - Board and Volunteers provided Workers' Compensation insurance coverage
- CPR training for staff and Veolia team
- Street light poles and fire hydrant insurance secured through SDRMA
- Amended Bylaws – Eliminated President Pro-Tempore
- Adjustment to Salary Schedule for new State Minimum Wage for years 2018-2022
- Proposal with *Green Play* approved for future planning & operation functions for Community Center

2017 Looking Back – A Year in Review

Issues & Accomplishments

Fourth Quarter (continued)

- SDLF Special District Governance Gold level status awarded to Board
- MOU for Groundwater Sustainability Plan approved
- Electronic check signature process approved
- Notice of Completion for Effluent Filtration Project approved
- Water meter installation project completed
- Standby Generator installed at Plant 1

2017 Looking Back – A Year in Review

Issues & Accomplishments

- All Committee Bylaws established; chair people determined and meetings scheduled
- Completed Drinking Water Source Assessment for Wells 1B, 2, and 4A
- Removal and replacement of split rail fencing at Cornell Park
- Willow Lake WTP PLC and SCADA Project completed
- Pantages did update on their project

Looking Forward



Where We Were, Where We Are Going

- Budget Document Progression
- Water Meter Project
- Dashboards
- New RFA
- Water Ordinance
- Online Bill Pay
- Online Water Monitoring
- Security
- Review and update of Policies and Ordinances

O&M Budget

- Implemented a new budget style
 - More transparent
 - More detailed
 - Better graphics

CIP Budget

Capital Improvement Budget Category Enhancements

Water

- CIP for Water Supply Capacity (Source, Treatment and Storage)
- Upgrades and Maintenance for Existing Water Supply Facilities
- Water Distribution System
- Groundwater Basin Management
- Additional Capital Improvements - Water Distribution System & Maintenance

CIP Budget

Capital Improvement Budget Category Enhancements

Wastewater

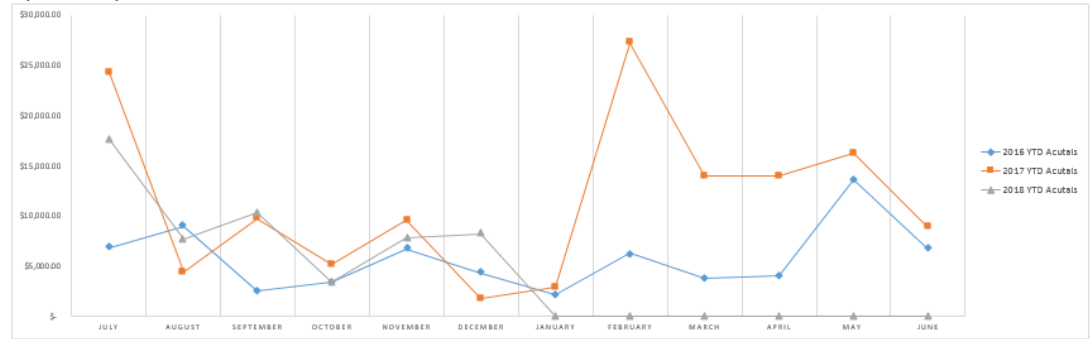
- Annual Wastewater Lift Station Improvements
- Clarifier Rehabilitation-Wastewater Distribution System
- Wastewater Treatment Plant 1 Refurbishment
- Additional Capital Improvements - Wastewater Distribution System & Maintenance
- Wastewater SCADA Improvements
- Denitrification Project

Financial Dashboards

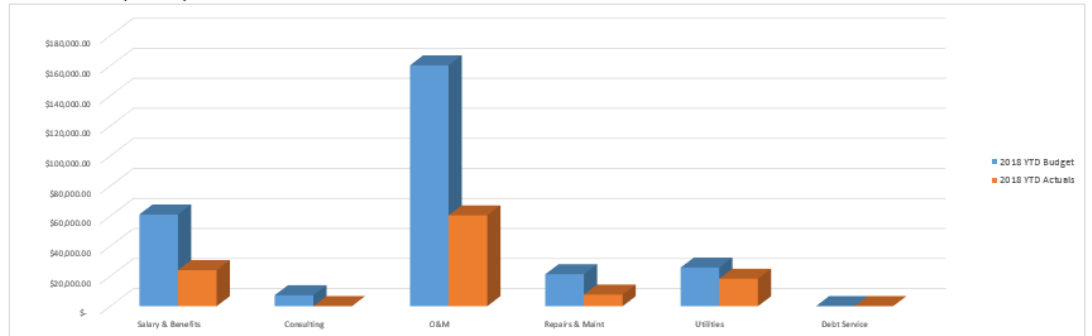
Zone 9 Details

		2018	2018	2018	2018	2018	2018
		YTD	Annual	Annual	Annual	Annual	Encumbrance
		Actuals	Budget	Variance	% Variance	Encumbrance	Encumbrance
6/30/2018							
41-31-5120	Assessment Income	\$ (66,837.75)	\$(134,000.00)	\$ 67,162.25	50%		
41-31-5177	Reimbursements	\$ -	\$ (4,000.00)	\$ 4,000.00	0%		
41-31-5179	Misc	\$ -	\$ (5,000.00)	\$ 5,000.00	0%		
	Revenue	\$ (66,837.75)	\$(143,000.00)	\$ 76,162.25	50%		\$ -
41-41-7000	Salary & Wages	\$ 24,018.69	\$ 61,000.00	\$(36,981.31)	3%	\$ -	\$ 24,018.69
41-41-7182	Travel	\$ -	\$ 500.00	\$ (500.00)	0%	\$ -	\$ -
41-41-7197	Train, Meet & Education	\$ -	\$ 300.00	\$ (300.00)	0%	\$ -	\$ -
41-41-7210	Dues & Subscriptions	\$ -	\$ 200.00	\$ (200.00)	0%	\$ -	\$ -
41-41-7225	Memberships	\$ -	\$ 400.00	\$ (400.00)	0%	\$ -	\$ -
41-41-7271	Consulting Services	\$ -	\$ 4,100.00	\$ (4,100.00)	0%	\$ -	\$ -
41-41-7286	Legal - General	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ -
41-41-7301	Annual Audit Services	\$ -	\$ 2,200.00	\$ (2,200.00)	0%	\$ -	\$ -
41-41-7317	Advertising	\$ 75.60	\$ 60.00	\$ 15.60	126%	\$ -	\$ 75.60
41-41-7361	Telephone - general	\$ 45.79	\$ 1,000.00	\$(954.21)	5%	\$ -	\$ 45.79
41-41-7362	Telecom - networking	\$ -	\$ 700.00	\$ (700.00)	0%	\$ -	\$ -
41-41-7363	Telephone - cellular	\$ 808.56	\$ 1,200.00	\$(391.44)	67%	\$ -	\$ 808.56
41-41-7376	Road/Construction Material	\$ -	\$ 200.00	\$ (200.00)	0%	\$ -	\$ -
41-41-7392	Vehicle & Equipment - Fuel	\$ 2,576.83	\$ 3,000.00	\$(421.17)	86%	\$ -	\$ 2,576.83
41-41-7393	Vehicle & Equipment Sup & F	\$ 1,723.73	\$ 1,500.00	\$ 223.73	115%	\$ -	\$ 1,723.73
41-41-7406	General Repair	\$ -	\$ 100.00	\$ (100.00)	0%	\$ -	\$ -
41-41-7409	Info System - Maintenance	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ -
41-41-7410	Equipment Maintenance	\$ 918.29	\$ 1,500.00	\$(581.71)	61%	\$ -	\$ 918.29
41-41-7412	Computer Equipment & Supp	\$ -	\$ 750.00	\$ (750.00)	0%	\$ -	\$ -
41-41-7413	Miscellaneous Small Tools	\$ 340.69	\$ 300.00	\$(59.31)	38%	\$ -	\$ 340.69
41-41-7414	Equipment Repair	\$ 353.95	\$ 750.00	\$(396.05)	47%	\$ -	\$ 353.95
41-41-7421	Cleaning Supplies	\$ -	\$ 500.00	\$ (500.00)	0%	\$ -	\$ -
41-41-7422	Minor Equipment/Furniture	\$ -	\$ 500.00	\$ (500.00)	0%	\$ -	\$ -
41-41-7424	Postage	\$ -	\$ 50.00	\$ (50.00)	0%	\$ -	\$ -
41-41-7425	Office Supplies	\$ 184.80	\$ 500.00	\$(315.20)	37%	\$ -	\$ 184.80
41-41-7438	Building Rent	\$ 860.00	\$ 3,000.00	\$(8,140.00)	10%	\$ -	\$ 860.00
41-41-7439	Equipment Rental/Leasing	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ -
41-41-7440	Facility Maintenance - Landsc	\$ 422.33	\$ 12,750.00	\$(12,327.67)	3%	\$ 725.00	\$ 1,147.33
41-41-7441	Building Maintenance	\$ 2,632.51	\$ 3,000.00	\$(367.49)	88%	\$ -	\$ 2,632.51
41-41-7451	Insurance - Liability	\$ -	\$ 1,200.00	\$ (1,200.00)	0%	\$ -	\$ -
41-41-7469	Personal Protective Equipm-	\$ 2,416.58	\$ 1,500.00	\$ 916.58	161%	\$ -	\$ 2,416.58
41-41-7481	Utilities/Electrical Cost	\$ 622.22	\$ 1,350.00	\$(727.78)	46%	\$ -	\$ 622.22
41-41-7482	Utilities/Water Cost	\$ 16,211.17	\$ 20,000.00	\$(3,788.83)	81%	\$ -	\$ 16,211.17
41-41-7483	Utilities/Waste Cost	\$ 561.90	\$ 1,500.00	\$(938.10)	37%	\$ -	\$ 561.90
41-41-7527	Miscellaneous Services & Sup	\$ -	\$ 500.00	\$ (500.00)	0%	\$ -	\$ -
41-41-7534	Special Expense	\$ -	\$ 500.00	\$ (500.00)	0%	\$ -	\$ -
41-41-7542	Taxes & Assessments	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ -
41-41-7545	Revenue Collection	\$ 422.55	\$ 600.00	\$(177.45)	70%	\$ -	\$ 422.55
	Expenditures	\$ 55,136.19	\$ 137,810.00	\$(82,673.81)	40%	\$ 725.00	\$ -

Expenditure Comparison Chart



YTD Bud VS Act - Expense Only



	Salary &	Consulting	O&M	Repairs &	Utilities	Debt
2018 YTD Budget	\$ 61,000.00	\$ 7,300.00	\$ 160,270.00	\$ 21,300.00	\$ 25,750.00	\$ -
2018 YTD Actuals	\$ 24,018.69	\$ -	\$ 60,416.70	\$ 7,711.35	\$ 18,249.64	\$ -

2018 Future Items

- Lift Station Control and Communication Panel Upgrades
- Title 22 Denitrification by 2022
- Lead sampling for schools - Letters written (2/22) waiting for responses
- Drought regulation update (New State revisions)
- Diffuser assessment and repair
- Replacing section of sewer line on Wayfarer Court
- Billing stage of Water Meter Installation Project: Water meter accounting

2018 Future Items

- Complete lead pipe inventory
- Newport WTP PLC Project
- Upgrade plant facility security
- Replacement of water main (600-700 ft.) between Steak House and Firwood Ct.
- Determine site for Well 8 or alternatives
- O&M Manual for Wastewater Treatment Plants
- Update Well 4A Rehab
- Cross-Connection Specialist Survey as starting point to Cross-Connection Control Program

2018 Future Items

- Rehabbing Community Center Pool
- Park Maintenance Agreements
- Discovery Bay Blvd. frontage
- Cornell Park tennis court conversion to pickleball
- Community Center outdoor lighting-front of building
- Du-All Safety assessment of Town facilities
- Digital message board
- New auditors
- Travel and Expense Policy
- Service Club Signage Plaque sign

Looking Forward 2018

Key Issues and Projects in Progress

- Discuss possible change of officer titles from President/Vice-President to Chair/Vice-Chair
- Revising water Ordinances in final stages
- Cornell Park deeded to Town
- Town's 20th Anniversary Celebration – June 23rd
- Team building workshop for Managers
- Tabletop strategy session with regional agencies for Emergency Operation Center
- Renewing NPDES Permit

Looking Forward 2018

Board members suggestions or requests