

# Special Annual Board Planning Meeting

March 24, 2022



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



# Today's Agenda

1. Town of Discovery Bay Board of Directors
2. Review Mission, Vision, Goals, and Values
3. Quarterly Review of 2021
4. Current State of TODB in 2022
5. Looking Ahead Fiscal Year 2022-23
6. Board Member Input



# TODB Board of Directors



From Left to Right:

**President Graves, VP Porter, Dir. Gutow, Dir. Graham, Dir. Callahan**

# TODB Board of Directors

## President



### Kevin Graves

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

## Vice-President



### Ashley Porter

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

## Director



### Bryon Gutow

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

## Director



### Michael Callahan

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

## Director



### Carolyn Graham

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

## *Values:*

Innovation • Accountability • Respect  
Integrity • Professionalism

## *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.
- Champion diversity and inclusion.





2021

Looking Back at



Q1

Q2

Q3

Q4



2021

# 1<sup>st</sup> Quarter Accomplishments


Q1  
Jan-Mar





Q1

## Q1 Resolutions



Number	Resolution
2021-01	Advocating for Contra Costa County to Obligate A Fixed Percentage of Measure X Funds to the ECCFPD.
2021-02	Supporting Feasibility Assessment of A Consolidation Effort Between ECCFPD and the Contra Costa Fire Protection District.
2021-03	Adopting the Water Shortage Contingency Plan.
2021-04	Approving Application for Statewide Park Development and Community Revitalization Program Grant Funds.

# Q1

## Q1 Accomplishments



### Parks and Landscaping

- Landscape improvements on Discovery Bay Blvd.
- Community workshops for Prop 68 Competitive Grant.
- Submitted Prop 68 Competitive Grant for Clipper Drive Linear Park.
- Recreation Activity Guide.



### Administration

- 'GoToWebinar' video conferencing system was approved and purchased for use.
- Sent a letter to Caltrans to consider other roadway engineering alternatives to the intersection of Hwy 4 and DB Blvd.
- Groundwater Sustainability Plan, MOU to cooperate with 6 other agencies.
- Board approved Covid-19 Prevention Program (CPP) to be added to existing Employee Injury and Prevention Program.

2021

# 2<sup>nd</sup> Quarter Accomplishments

Q2  
Apr-June

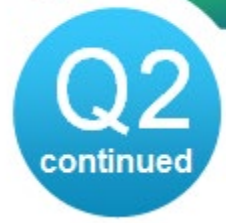


## Q2

## Q2 Resolutions

Number	Resolution
2021-05	Annual Ravenswood Assessment.
2021-06	Adopt the Mitigated Negative Declaration and Approve the Sewage Treatment Plants, Denitrification and Masterplan Upgrades Project.
2021-07	Adopt the Operating, Capital Improvement and Revenue Budgets for Fiscal Year 2021-2022.
2021-08	Adopt the Urban Water Management Plan.
2021-09	Adopt the Environmental Monitoring and Mitigation Plan.
2021-10	Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2021/22.
2021-11	Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District – DB L&L Zone #9 for Fiscal Year 2021-2022.





## Q2 Accomplishments



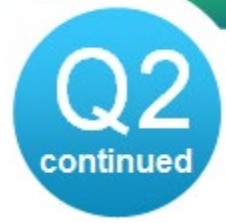
### Parks and Landscaping

- Ravenswood Park play structure completed.
- Pool landscaping concept approved.
- Pool construction continues.
- Resurfaced Tennis Court #4, 5, 6.
- Hired part-time Community Center staff.
- COVID approved programming begins.
- Recreation Activity Guide
- Purchase of Air Burners T-24 Burnboss Firebox.



### Administration

- Updated TODB's Mission, Vision, and Goals to include wording to Champion diversity and inclusion
- Approved employee wages and benefits



## Q2 Accomplishments



### Water

- Well 4A piping replacement completed.
- Newport filter B completed.
- Well 1B pump/motor completed.
- Urban Water Management Plan completed.
- Purchased Orion readers.

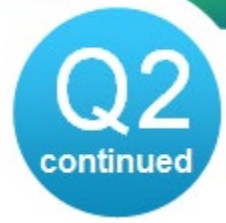


### Wastewater

- Ordered new Vac-Truck  
(chassis will arrive for build May 2022)
- Awarded Denitrification project bid
- Lift Station E Panel (Emergency)
- Redesign Diffuser Outfall.







## Q2 Accomplishments



### Finance

- Special Budget Meeting for Fiscal Year 2021-2022
- Presentation of the proposed operating capital and revenue budgets.
- Annual finance audit adopted.

2021

# 3<sup>rd</sup> Quarter Accomplishments

Q3

Jul-Sept





Number	Resolution
2021-12	Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments Within the Town of Discovery Bay Community Services District for the Fiscal Year 2021-2022.
2021-13	Application to the Local Agency Formation Commission for a Sphere of the Influence Expansion and Annexation of the Pantages Project and District Owned Parcels.



## Q3 Accomplishments



### Parks and Landscaping

- TUFF Shed construction for pool equipment begins.
- Revised facility & parks rental fees.
- Summer Jam 1 (August)
- Summer Jam 2 (September)



### Administration

- Approved distribution of 2020 Annual Water Quality Report / CCR.
- Public Hearing to consider Ravenswood Landscape Zone #9 Assessment.
- Approved update to the District's Emergency Response Plan (ERP).





## Q3 Accomplishments



### Water

- Under Water Pipeline Crossing Laguna/Willow Lake Ct completed.
- Updated District GIS database.
- Monitoring well sampling completed for Well #8.



### Wastewater

- Denitrification Project underway.
- Pantages Lift Station design review.
- Diffuser Outfall Project moved to Q3 2022.

2021

# 4<sup>th</sup> Quarter Accomplishments

Q4  
Oct-Dec





## Q4 Q4 Resolutions

Number	Resolution
2021-14	Authorizing Establishment of Bank Account with Bank of Agriculture and Commerce (BAC Bank) As Depository For DB L&L Zone #9.
2021-15	Authorizing Appointment of General Manager as Treasurer and Authorizing Transfer of All Treasury/Audit-Controller Services and Monies to the Town of Discovery Bay Community Service District.
2021-16	Adopting the East Contra Costa Subbasin Groundwater Sustainability Plan.
2021-17	Reimbursement of Certain Expenditures from the Proceeds of Taxable or Tax-Exempt Obligations and Directing Certain Actions with Respect Thereto as Required by United States Department of Treasury Regulations Section 1.150-2.
2021-18	Determination to Conduct Meetings of the Town of Discovery Bay Board of Directors Using Teleconferencing Pursuant to Government Code 54953 as Amended by AB 361.
2021-19	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2021-20	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.





## Q4 Accomplishments



### Parks and Landscaping

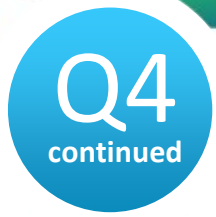
- Submission of Per Capita Grant.
- Awarded contract for synthetic turf pool project.
- DB Blvd. median enhancements.
- Recreation Activity Guide issued.
- Pool construction complete.
- Movie in the Park was a success.



### Administration

- Adopted AB361 teleconference meeting notifications.
- Authorized implementation of community-based emergency alert text (SMS) system.
- Approved TODB's Social Media Policy.





## Q4 Accomplishments



### Water

- Started Willow Lake Filter B rehab.
- Well 8 progress continues, following Pantages timeline.
- Continue updating the GIS System.



### Wastewater

- Design review for Village II and Village IV Lift Station Rehabilitation.
- Digest Pond shut down for repairs.
- Influent Pump Station repair.
- Lift Station W design review.
- H2S Sewer gas data collection and monitoring.



# Finance Projects



## Finance

- COVID-19 Funding
  - Applied for & received funding for residential water utility accounts in arrears.
  - Applied and received \$46,000 (100% of amount requested)
  - Over 200 residents received credits on their water bills.

# General Manager Appointment

- GM Michael Davies submitted resignation effective October 2, 2021.
- Interviews were held for GM position.
- Appointment of new GM Dina Breitstein effective October 3, 2021.

## 2021 Staffing



- Anthony Harper joined Veolia North America as our Project Manager on April 1<sup>st</sup>, 2021.
- Jericho Crawford joined Water / Wastewater team as Water Tech I.
- Janie Carter joined Community Center and Water Department as Administrative Assistant .
- Board Clerk position remains open.
- Adding new position in July 2022 – Accounting Project Analyst.



2021

## Awards and Recognition



- District of Distinction – Platinum Level Status.
- District Transparency of Excellence Award.
- Accreditation renewed until June 2024.
- Out of over **3,400** Special Districts in California, only **12** have been awarded the Platinum Level of Governance.
- All 5 members of TODB Board earned Certificates in Special Governance, which is a lifetime honor.

2022

# 2022 Key Issues and Accomplishments





# 2022 Park and Landscape Projects



## Pool and Synthetic Turf Project - March 2022



# 2022 Parks and Landscaping Projects



## Q1 2022 Current Projects

- Hiring begins for summer staff at Community Center.
- Pool opens Memorial Day Weekend.
- Clipper Drive enhancements begin.
- Recreational programming begins.

## Ongoing Projects 2022

- Resurface tennis courts #1, 2, 3.
- Dog Park drainage repair.
- Prop 68 Per Capita Grant at Cornell Park begins.
- Golf cart parking at CC.
- Surveillance cameras and lighting.
- Summer Jam Concerts (June & September)
- Movies in the Park

# 2022 Wastewater Projects



## Q1 Current Wastewater Projects

- Digest pond repaired (emergency).
- New Dredge installed.

## Ongoing Projects 2022

- Lift Station W Design review.
- Influent Pump Station Rehab at Plant 1.
- 21 Manhole repairs on Cherry Hills.
- Outfall Diffuser project design review.
- Denitrification Project (expected completion July-August 2023).

## 2022 Finance Projects



### Bond Project

- Rate study approved in June 2020.
  - The District will need a combination of District reserves and new financing to fund the following projects:

Denitrification	\$20M Budget
Well 8	\$ 5M Budget
- Bond Team is in place and preparing the required documents and disclosures.
- New Bonds to be issued in May 2022.
- The District approved repayment Resolution for both projects.



2023

# Looking Ahead To Fiscal Year 2022-23





2023

# Looking Ahead



## Finance Projects

- **Town Treasury**
  - Completed comprehensive Town Finance Policy.
  - Treasury transfer approved by BOD and Contra Costa County Board of Supervisors in December 2021.
  - Currently, the Accounting/Audit/Treasury Departments at County are meeting to plan funds transfer of the Town's Treasury Accounts.
- **Bond Refunding (refinancing)**
  - Earliest to refund is 9/1/2022, (call date is 12/1/2022, can refund up to 90 days before).
  - Analyze interest rates and potential savings beginning in June 2022.
  - Potential savings unknown, will not extend bond time period, but rather refund at a lower interest rate.





# Board Member Input



**Thank you**

