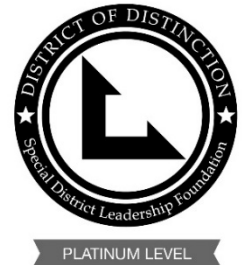




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

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

**NOTICE, CALL, AND AGENDA
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MARCH 16, 2023
SPECIAL BOARD PLANNING MEETING - 4:00 P.M.**

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 (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 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
 - a. Primary Issues
 - b. Accomplishments
2. Looking Back 2022 Year Review
3. Looking Forward 2023
 - a. Key Issues and Projects
 - b. Key Planning Efforts
4. Legal Review and Updates
 - a. General Brown Act Review
 - b. Teleconference (all versions)
 - c. Social Media Best Practices and Issues
 - d. Committees (purpose and legal issues)

D. ADJOURNMENT

Adjourn to the Next Regular Board of Director's Meeting, April 5, 2023, beginning at 7:00p.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 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 16, 2023

Agenda

**01. Town of
Discovery Bay Board
of Directors**

**02. Review Mission,
Vision, Goals, and
Values**



**03. Quarterly Review
of 2022**

**04. Current State of
TODB in 2023**

**05. Looking Ahead
Fiscal Year 2023-24**

**06. Board Member
Input**



TODB Board of Directors (DRAFT)

President



Ashley Porter

Term of Office:
12/2022 to
12/2026

Finance – Chair
Water & Waste-Water
– Chair

Vice-President



Michael Callahan

Term of Office:
12/2020 to
12/2024

Internal Operations
Chair
Parks & Recreation
Vice-Chair

Director



Kevin Graves

Term of Office:
12/2022 to
12/2026

Internal Operations
Vice-Chair
Water & Waste-Water
– Vice-Chair

Director



Bryon Gutow

Term of Office:
12/2022 to
12/2026

Parks & Recreation –
Chair
Communications
Vice-Chair

Director



Carolyn Graham

Term of Office:
12/2020 to
12/2024

Communications -
Chair
Finance Vice-Chair

District Representative Listing (2 Year Term)



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

Standing Committee Appointments



Committee Name	Chair	Vice-Chair
Communications	Carolyn Graham	Bryon Gutow
Parks and Recreation	Bryon Gutow	Michael Callahan
Internal Operations	Michael Callahan	Kevin Graves
Finance Committee	Ashley Porter	Carolyn Graham
Water and Wastewater	Ashley Porter	Kevin Graves



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.
- Champion diversity and inclusion.

Values:
Innovation • Accountability • Respect
Integrity • Professionalism

Looking Back - 2022



Resolutions & Accomplishments

- Q1
- Q2
- Q3
- Q4

2022-Q1 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-01	Admin	01/12/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-02			Withdrawn	Nominations to the Contra Costa County Local Agency Formation For Special District Member.
2022-03		02/02/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-04			Did Not Pass	Election of an Ordinance Setting Term Limits For the Office of Director on The Town Of Discovery Bay Board of Directors.
2022-05		02/16/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-06		03/02/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-07A		03/02/22	Pass	Establishing A District Office Planning AD HOC Committee To Develop Options For Acquiring Or Building Future District Office.
2022-07		03/16/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.

2022-Q1 Accomplishments

Parks & Landscaping

- Passed Final Inspection for Pool Construction
- Large Dog Park Repairs
- Passed Final Inspection for pool equipment TUFF Shed
- Install Synthetic Turf at Pool Area
- New Door Installation
- Recreation Activity Guide
- American Red Cross Blood Drive

Administration

- Migrated website from Digital Deployment to Streamline
- Capacity and Connection Project – Kickoff

2022-Q1 Accomplishments

Water

- Capacity and Connection Fee Study
- Traffic Control Plan for Waterline Replacement Project -DB BLVD

Wastewater

- Capacity and Connection Fee Study
- Denitrification
- Digest Pond Repair
- Cattail Removal Plan & Future Mitigation
- Dredge Replacement

2022-Q1 Accomplishments

Finance

- Completed Connection and Capacity Rate Study – Feb 2022
- Annual Financial Audit and Financials accepted – March 2022

2022-Q2 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-08		04/06/22	Pass	Oppose Initiative 21-0042A1
2022-09		04/06/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-10		04/20/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-11	Water	04/20/22	Pass	Public Hearing and Possible Action to adopt Resolution No. 2022-11 Amending the Town of Discovery Bay Community Services District Water and Sewer Capacity Fee Program.
2022-12	Finance	04/20/22	Pass	Authorizing the Issuance and Sale of Revenue Bonds Series 2022.
2022-13		05/04/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-14	Finance	05/04/22	Pass	Annual Ravenswood Assessment
2022-15		05/18/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.

2022-Q2 Resolutions (continued)

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-16		05/18/22	Pass	Amending They Bylaws And Board Policy Of The Town Of Discovery Bay
2022-17		06/01/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-18		06/01/22	Pass	Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit For FY 2022/23.
2022-19	Admin	06/15/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-20		06/15/22	Pass	Adopt the Operating, Capital Improvement and Revenue Budgets for Fiscal Year 2022-2023
2022-21	Admin	06/15/22	Pass	Update the Illness and Injury Prevention Program 021
2022-22	Finance	06/15/22	Pass	Accept Engineer's Report for FY 2022-2023 for Zone 9-Ravenswood Improvement District
2022-23	Water	06/15/22	Pass	In Support of Ensuring the Health and Sustainability of the Sacramento-San Joaquin Delta

2022-Q2 Accomplishments

Parks & Landscaping

- Resurface Tennis Court #4, 5, 6
- Golf Cart Parking
- Outdoor security cameras at pool area
- Hire Community Center Part-time staff
- Recreation Activity Guide
- Pool Opening after being closed for 3 years
- Resurface Tennis Courts #1, 2, 3
- Movies in the Park
- American Red Cross Blood Drive

Administration

- New Office Building Kick Off Meetings
- Emergency Texting Project Research Project

2022-Q2 Accomplishments

Water

- DB Blvd & Edgeview Pipeline Replacement Project
- Newport Filter Modification
- Water Quality Level Reporting by Well

Wastewater

- Defining the Needed Materials for Diffuser Repair Project
- Ox Ditch Temporary Rotor & Rotor Replacement

2022-Q2 Accomplishments

Finance

- Town Treasury-Funds were transferred in April 2022, staff has been paying all District's expenses directly.
- New Bonds issued in May 2022 for the following projects:
 - Denitrification Project – \$13M
 - Well 8 - \$5M

2022-Q3 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-24		07/06/22	Pass	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 2022-2023.
2022-25	Admin	07/06/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-26	Admin	07/20/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-27	Admin	07/12/22	Pass	Specifications of the Election Order
2022-28	Admin	08/03/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.

2022-Q3 Resolutions (continued)

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-29	Admin	08/17/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-30	Finance	08/17/22	Pass	Approving and Authorizing the execution of documents and approving related action in connection with the issuance and sale by the Discovery Bay Public Financing Authority of Enterprise Revenue Refunding Bonds, Series 2022B (2012 Water and Wastewater Projects Refinancing) in the principal amount not to exceed \$ 11,725,000 to refinance the acquisition and construction of improvements to the Water and Wastewater Enterprises of the Town of Discovery Bay Community Services District and approving related documents and actions.
2022-31	Admin	09/07/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.

2022-Q3 Accomplishments

Parks & Landscaping

- Submit Prop 68 Per Capita Grant – Cornell Park
- Flick N’ Float
- Movies in the Park
- Aquatics Programming Continues

Administration

- Establish Ad-hoc Committee for New District Office Building

2022-Q3 Accomplishments

Water

- Well 8 CEQA
- LSCE Water CIP Development & Funding Assistance
- Water CIP Financial Planning & Project Implementation
- LSCE Grant Funding Assistance
- LSCE Engineering Services for Willow Water Treatment Plant Filter #1 Project and Filter Pre-purchase
- Back up Water Supply Discussion and Future Planning

Wastewater

- BSK Geotechnical Services for Denitrification and Master Plan Upgrades
- Pump Station W Repair Project Planning
- Vac Truck
- Clipper Drive/Newport Bridge Pipe Replacement Project Planning

2022-Q3 Accomplishments

Finance

- Bond Refunding (refinancing)
 - Refunded 2012 Bonds on 9/1/2022, (call date was 12/1/2022)
 - \$11.68M at 3.54%
 - \$1 million in savings to Town over next 20 years

2022-Q4 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2022-34	Admin	10/05/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-35	Admin	10/19/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-36	Finance	10/19/22	Pass	Establishing a Policy for Investments for the Town Of Discovery Bay CSD.
2022-37	Admin	11/02/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-38	Admin	11/16/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-39	Admin	12/07/22	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2022-40	Admin	12/07/22	Pass	Authorizes the Preparation and Submittal of a SGMA Implementation Round 2 Funding Application to DWR.
2022-41	Admin	12/07/22	Pass	Authorizing Five Star Bank as the Town of Discovery Bay's Main Depository.

2022-Q4 Accomplishments

Parks & Landscaping

- Recreation Activity Guide
- Start Clipper Revitalization Project
- Zumba in the Park
- Aquatics Programming Continues
- Electrical Panel Replaced at Community Center
Tennis Fence
- New fencing in front of Community Center

2022-Q4 Accomplishments

Water

- Edgeview Pipeline Replacement Project - Completed
- Discovery Bay Blvd Pipeline Replacement Project - Completed

Wastewater

- Clipper Drive/Newport Bridge Pipeline Replacement – Purchase of Materials

2022-Q4 Accomplishments

Finance

- California Class - District Fund Investments
- Moving District Funds from BAC to Five Star Bank
- Investment Policy
- Information Regarding Hofmann Fund Balance
- EOY Financials Presentation June 2022, July-August 2022



2022 - Staffing

- Kelly Rajala was promoted to Board Clerk.
- Allan Cantando joined the Administration team as Assistant General Manager.
- Shane Denny joined Water/Wastewater team as Water Tech I.



2023 - Staffing

- Lori Cozart joined the Administration and Finance Team as Office Assistant.
- Lesley Marable assumed Accounting Project Analyst position responsibilities.
- Facilities Maintenance Technician Position – Status: Requested

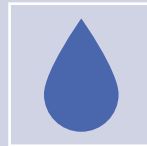
2022 – Awards and Recognition

- Director Graves – Thank you for your Service Recognition as 2022 Board President

2023 – Looking Ahead



Ongoing Park and
Landscape Projects



Ongoing Wastewater
Projects



Ongoing Finance Projects

2023 – Park and Landscape Projects

Current State / Looking Ahead for 2023

- Preparing to hire summer staff at community center
- Pool opening & Extending Aquatics Programming
- Prop 68 Per Capita Grant at Cornell Park Projects
- Continue Clipper Revitalization
- Ravenswood Fence Repairs
- Slifer Park Basketball Courts Resurfacing
- New Regatta Neighborhood Sign
- New Regatta Park Playground Structure
- Movies in the Park
- Flick N Float
- Indoor Programming Continues
- Wallball

2023 – Water & Wastewater Projects

Current State / Looking Ahead for 2023

- Complete Denitrification Project
- Marina Underwater Crossing
- Well 8 Design and RFP/Bid process
- Water Pipeline Replacement Project – Planning
- Filter Replacement – Willow Lake Water Treatment Plant
- Newport & Sandpoint Underwater Crossing (WATER MAIN UPGRADE FROM Newport to Willow)
- Research Secondary Water Source
- Security
- Asset Management & GIS Controls
- Inventory Control System
- District Office Building

2023 – Finance Projects

Current State / Looking Ahead for 2023

- Changing Financial Institutions – Q1
 - BAC Bank closed the local branch in Discovery Bay.
 - Management reached out to CSDA to look for other banking options.
 - Currently in the process of changing financial institutions to Five-Star Bank.
 - Earn 0.2% on checking account balances.
 - Money Market Account for dormant cash (currently pays 2.75%).
 - Better online tools and securities.
- Develop and Implement Investment strategy-Q2
 - Working with CSDA to develop an investment strategy to safely investment the District’s reserves while optimizing interest earnings.
 - Working with CA Class for investment services.
- Update Rate Study for Water and Wastewater rates-Q2
 - Rate Study expires in June 2025.
 - District can’t move forward on pipeline replacement without new rate study
 - Will begin one year early to accommodate pipeline replacement

Board Member Input





Thank you

