



**Town of Discovery Bay
Special Annual Board Planning Meeting**

March 7, 2019

Today's Agenda

1. Review of Mission, Vision, Goals and Values
2. 2018 Looking Back – A Year in Review
 - (Key Issues & Accomplishments)
3. Looking Forward 2019
 - 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:

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

2018 Looking Back – A Year in Review

Issues & Accomplishments

First Quarter (January – March 2018)

- New Roof to the Building at Well Site #3 and Well Site #4.
- Lead Water Testing for Schools conducted
- Fee Waivers accepted for the 2018 Program, Activities, and Events
- Approved *Stantec's* proposal for O&M Manual for Wastewater Treatment Plants 1 and 2 and sewage conveyance pump stations
- Bryon Delta Lions Park Bench donation to Community Center

2018 Looking Back – A Year in Review

Issues & Accomplishments

First Quarter (continued)

- Dept. of Conservation and Development presented information regarding an Ordinance related to Cannabis
- Town 20 Year Anniversary Celebration event approved and planning started
- Bylaws (Policy No. 002) and Board Policy (Policy No. 004) revised to reflect the addition of Board Member Completion of State Mandated Training as a Day of Service – Adopted Resolution No. 2018-01
- Parks and Recreation Event Calendar for 2018 approved

2018 Looking Back – A Year in Review

Issues & Accomplishments

First Quarter (continued)

- Annual Board Workshop (Planning Meeting)
- Adopted revised Records Retention Schedules – Adopted Resolution No. 2018-02
- Notice of Completion for Water Meter Installation Project
- Amendment of Administrative Policy 008 – Reimbursement of Expense/Travel to meet IRS requirements
- Notice of Completion for the Willow Lake Water Treatment Plant PLC and SCADA Upgrade Project

2018 Looking Back – A Year in Review Issues & Accomplishments

Second Quarter (April – June 2018)

- FY 2016-17 Audited Financial Statements approved
- Adopted Ravenswood Assessment Engineering Report – Adopted Resolution No. 2018-03
- Award pool renovation bid to Adams Pool Solutions
- *Stantec* authorized to conduct work to renew our NPDES Permit
- Water Meter Installation payments – charge to customers will be \$8.01/month for 10 years - Adopted Resolution No. 2018-04

2018 Looking Back – A Year in Review Issues & Accomplishments

Second Quarter (continued)

- Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2018/19 – Adopted by Resolution No. 2018-06
- Board Policies reviewed
- FY 2018-19 Operating, Capital and Revenue Budget approved – Adopted Resolution No. 2018-08

2018 Looking Back – A Year in Review Issues & Accomplishments

Second Quarter (continued)

- Extension of the Herwit Engineering Contract for Fiscal Year 2018-2019 Services Approved July 2018
- Parks and Recreation Month – *Parks Make Life Better*
- Town of Discovery Bay's 20th Anniversary event celebrated

2018 Looking Back – A Year in Review Issues & Accomplishments

Third Quarter (July – September 2018)

- Annual maintenance for the Discovery Bay Palm Tree Pruning approved
- Awarded bid to *Stantec* for the Wastewater Master Plan Update
- DOT Drug & Alcohol Testing Policy update approved – Adopted Resolution No. 2018-10
- Town's Injury and Illness Prevention Program update approved – Adopted Resolution No. 2018-11
- Town Website updated for full ADA Compliance

2018 Looking Back – A Year in Review

Issues & Accomplishments

Third Quarter (continued)

- Direction given to acquire ownership of the sanitation facilities at Harbor Bay Condominiums Tract #6274 (Lot 3)
- Authorized renovation of the existing Dog Park Turf - 3 Locations
- Approval for Harris & Associates to conduct a Lighting & Landscape Zone Review Assessment
- Employee Sick Leave Incentive Program and Milestone Policy approved

2018 Looking Back – A Year in Review Issues & Accomplishments

Fourth Quarter (October – December 2018)

- Gold-level District of Distinction and District Transparency of Excellence awarded to Town
- Pursue Town trademark rights to the slogan “*Live Where You Play in Discovery Bay*”
- Increased the Individual Expenditure Limits for the Town’s Alternative Depository for Certain District Funds – Adopted Resolution No. 2018-12
- Conflict of Interest Code revised to reflect the Increase in the Gift Reporting Limit for 2019 and 2020 – Adopted Resolution No. 2018-13

2018 Looking Back – A Year in Review

Issues & Accomplishments

Fourth Quarter (continued)

- Newport PLC & SCADA System Upgrade Project contract signed
- Team Building Workshop for Town Management conducted
- Well 4A and Well 2 bid awarded for rehabilitation
- Discovery Bay Front Entrance bid awarded for masonry and stucco repairs and painting
- Community Center Pool Expansion discussion

2018 Looking Back – A Year in Review

Issues & Accomplishments

Fourth Quarter (continued)

- Approved Storage Space Lease Agreements between the Town and DB Lions Club and DB Community Foundation
- Scope of Work Agreement approved for Pool Site Assessment and Geotechnical Report
- Approval for repair of damaged diffuser outfall in Old River
- Updated and Restated Employee Personnel Manual approved - Resolution No. 2018-14

2018 Looking Back – A Year in Review

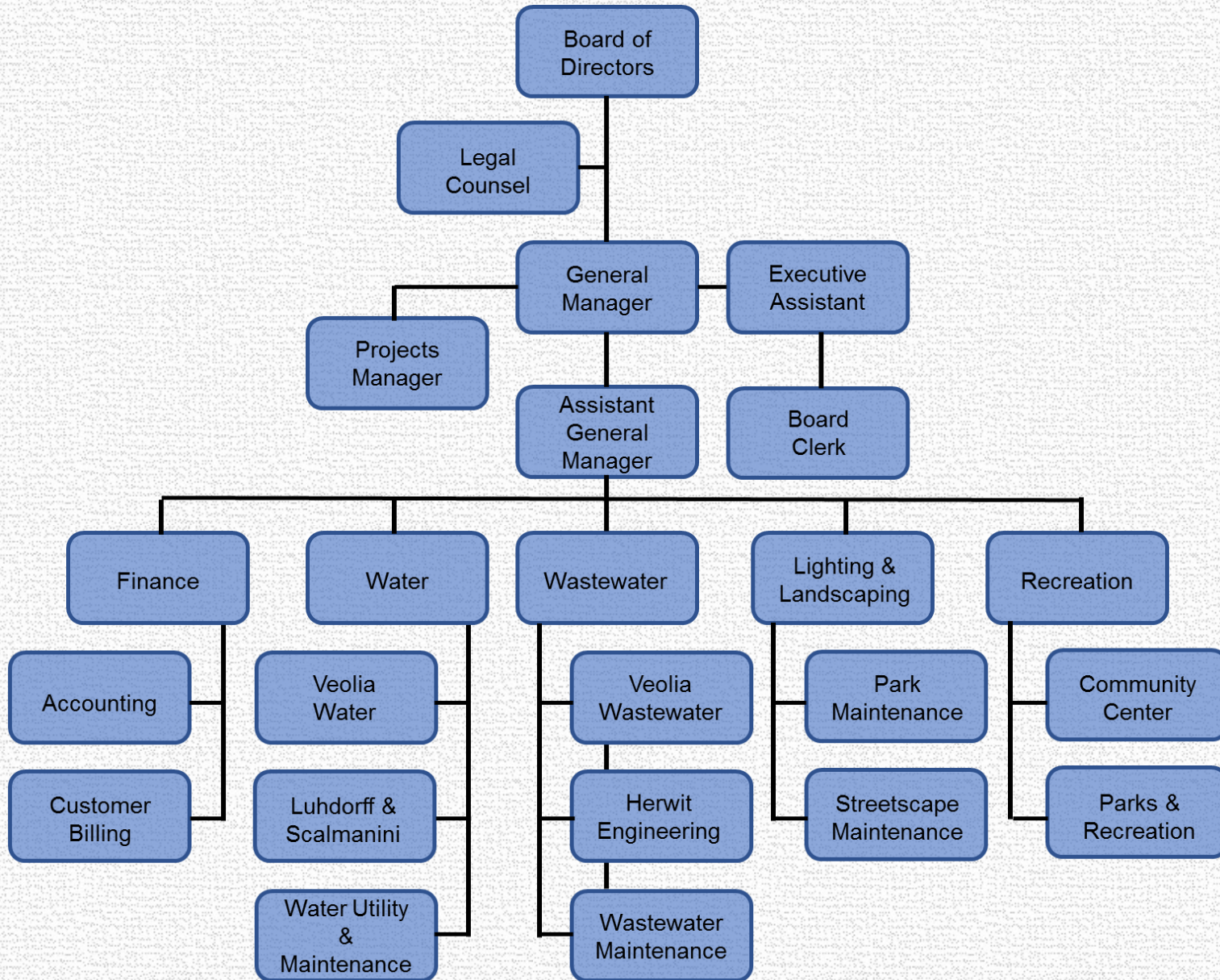
Parks & Recreation

- *Summer Jam 1 & 2* brought in \$9,500 for the Community Center
 - Purchased items include:
 - Inflatable movie screen and sound system
 - Patio tables and market umbrellas
 - New concrete in the BBQ area, BBQ repair and park bench
 - Camp stove park grills
 - Adirondack patio chairs
 - Refurbished trellis, trellis roof and bistro light for trellis
- *Paws on Parade* brought in \$2,000 for the Dog Park
 - Purchased items include:
 - Information message board and agility activities

Looking Forward



Organizational Changes



Water Utility Application

New Water Utility Application and Landlord Service Agreement

- Begins July 1, 2019 to be rolled out in 7 phases

WATER SERVICE APPLICATION CONTINUED



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance



WATER SERVICE APPLICATION

Service Address: _____

Applicant Name: _____

New Owner: <input type="checkbox"/>	Landlord/Homeowner: <input type="checkbox"/>	Escrow Date: _____
New Renter: <input type="checkbox"/>	Prop. Mgmt/Listing Agent: <input type="checkbox"/>	Move In Date: _____

Mailing Address : _____

City, State, Zip: _____

Phone #: _____ Phone#: _____

CIP Budget

Capital Improvement Budget Category Enhancements

Water

- CIP for Water Supply Capacity (Source, Treatment and Storage)
- Water Distribution System
- 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
- Denitrification Project
- Mainline Pipeline

CIP Budget

Other CIP Projects

- Continue with District Security Phase 2
- Vehicle Replacements
- Building Rehabilitation
 - Island building by Well 1B (Virgil's office)

2019 Future Items

- Community Center Pool
- Lighting and Landscaping Zones Maintenance Analysis
- Discovery Bay Blvd. frontage
- Cornell Park tennis court conversion to pickleball
- Community Center outdoor lighting-front of building
- Auditor rotation
- Service Club signage plaque sign
- Upgrade plant facility security
- Well 8 – Options under consideration
- Cross-Connection Control Program

2019 Future Items

- Abandon & destroy Well 5A and Site Decommissioning
- Title 22 Denitrification by 2022
- Diffuser repair
- Exploring “Green”
- Rate Studies
- P-6 Committee
- Regional meetings (see chart)



**Town of Discovery Bay
District Representative Listing (2 year Term) - Revised 01-16-2019**

Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee ~This involves attending meetings of this committee to discuss airport operations and activities.	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	2nd Thursday of the Month at 10:00 a.m.	Bryon Gutow	Bill Mayer
Contra Costa County Code Enforcement ~This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Robert Leete	Bryon Gutow
Contra Costa Special Districts Association ~This involves attending meeting of the Contra Costa Special Districts Association.	1250 Springbrook Road, Walnut Creek, CA	Quarterly	Kevin Graves	Robert Leete
East Contra Costa County Fire Protection District Liaison ~This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.	150 City Parkway, Brentwood, CA 94513	2nd Wednesday of the Month at 6:30 p.m.	Bill Mayer	Kevin Graves
East County Water Management Association ~This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.	69 Big Break Road, Oakley, CA 94561	Every 6 months at 11:30 a.m.	Robert Leete	Bill Pease
LAFCO Liaison ~This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Bill Pease	Bill Mayer
Police Service (P6 Committee) ~This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.	Community Center	Quarterly - TBD	Kevin Graves	Bryon Gutow
School District Representative Liaison ~This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bill Mayer	Bill Pease
Regional Transportation Agencies ~This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.	As Necessary	As Necessary	Bill Pease	Kevin Graves

2019 Future Items

Month 1

7 pm - ? pm Board Meeting
 5:30-6:30 pm W / WW Committee

Month 2

7 pm - ? pm Board Meeting
 5:30-6:30 pm W / WW Committee
 4:30-5:30 pm Park & Rec Committee
 3:30-4:30 pm Internal Ops Committee
 2:30-3:30 pm Communication Comm.
 1:30-2:30 pm Finance Committee

Month 3

7 pm - ? pm Board Meeting
 5:30-6:30 pm W / WW Committee

Month 4

7 pm - ? pm Board Meeting
 5:30-6:30 pm W / WW Committee
 4:30-5:30 pm Park & Rec Committee
 3:30-4:30 pm Internal Ops Committee
 2:30-3:30 pm Communication Comm.
 1:30-2:30 pm Finance Committee

Looking Forward 2019

Projects in Progress

- Renewing NPDES Permit
- Digital message board
- Town Trademark *“Live Where You Play in Discovery Bay”*
- Dog Park renovations
- Ownership of sanitation for Harbor Bay condominiums
- Community Center pool
- Discovery Bay Blvd. frontage
- O&M Manual for Wastewater Treatment Plants
- Complete Well 4A and Well 2 Rehab
- Cross-Connection Control Program
- Diffuser repair
- Analyzing options for Well Site 8
- Safety Assessment

Looking Forward 2019

Board members suggestions or requests