



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Workshop of Saturday
February 23, 2013

1:00 p.m.- 4:00 p.m. Workshop

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE, CALL, AND AGENDA
OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Saturday February 23, 2013
WORKSHOP MEETING - 1:00 P.M. to 4:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

WORKSHOP MEETING at 1:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 1:00 p.m.
2. Pledge of Allegiance
3. Roll Call

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

The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. WORKSHOP ITEMS

1. Review Schedule of Regular Board of Directors Meetings for 2013
2. FY2013-2014 Budget Calendar
3. Board Goals and Objectives for the 2013-2014 Year and Beyond
 - Topics to be discussed may include a variety of subjects including issues related to Water, Wastewater, Landscape/Parks/Community Center and other associated subjects.
4. Consideration of conducting a Board Workshop with Brent Ives Consulting to perform an analysis and to conduct a study session on Board dynamics, protocols and practices

D. ADJOURNMENT

Adjourn to next Regular meeting of March 6, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"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 twenty-four 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."

Town of Discovery Bay CSD Board Meeting Dates for 2013

January 2, 2013	
January 16, 2013	
February 6, 2013	
February 20, 2013	
March 6, 2013	
March 20, 2013	
April 3, 2013	
April 17, 2013	
May 1, 2013	
May 15, 2013	
June 5, 2013	
June 19, 2013	
July 3, 2013	Day Before the 4th of July Holiday
July 17, 2013	
August 7, 2013	
August 21, 2013	
September 4, 2013	
September 18, 2013	
October 2, 2013	
October 16, 2013	
November 6, 2013	
November 20, 2013	
December 4, 2013	
December 18, 2013	

Budget Calendar For Fiscal Year 2013-2014					
Due Date	Subject	Departments	Owner	Due By	Received/Completed
3/13/2013	2 Year Staffing Plan Due	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	End of Day	
3/27/2013	Preliminary Budget Numbers Due (2 Year O&M & 4 Year CIP)	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	End of Day	
4/10/2013	Program Summaries Due (2 Year O&M & 4 Year CIP)	Admin, Water, Wastewater, Community Ctr, L&L	Rick/Virgil/Fairin/Sue/Dina	End of Day	
4/10/2013	Budget Numbers Due (2 Year O&M & 4 Year CIP) - Any Changes from Prelim	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	End of Day	
4/16/2013	Present frist pass of Budget to Ray & Mark	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	3PM Committee Meeting	
4/24/2012	All Employees to Submitt Final Budget Numbers (2 Year O&M & 4 Year CIP)	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	End of Day	
4/30/2013	Present Second pass of Budget to Ray & Mark	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Virgil/Fairin/Sue/Dina	3PM Committee Meeting	
5/1/2013	Transmitt only Proposed (2 Year O&M & 4 Year CIP) Budget to BOD	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Dina	7PM BOD Meeting	
5/15/2013	Budget Present to Board (2 Year O&M & 4 Year CIP)	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Dina	7PM BOD Meeting	
6/5/2013	Adoption of Final Budget (2 Year O&M & 4 Year CIP)	Admin, Water, Wastewater, Community Ctr, all L&L Zones for O&M/CIP	Rick/Dina	7PM BOD Meeting	



**2013 Town of Discovery Bay
Board Workshop
February 23, 2013**





The way the staff approaches Challenges

~~im~~POSSIBLE!

~~un~~ATTAINABLE!



Partial Listing of Success Stories for 2012/13

- **Completed install of new VOIP phone system which required all new data pipeline**
- iPad rollout and Paperless agendas
- New access ramp at District Office
- **Completed Capacity Fee Report and Schedule**
- Town decorative banners rolled out
- Improved staffing across the board
- Completed Regatta Park Basketball Court
- **New Town Seal and Logo established**
- Clipper Drive landscape project was completed
- Cornell Park Horseshoes and bocce courts were renovated
- New Picnic tables and benches at Cornell Park were installed
- The tennis courts at Cornell Park were resurfaced
- Cornell Park lighting project out to bid
- Slifer and Regatta park transfer agreements nearing completion
- **Community Center Purchase Agreement and site Acquisition**
- Street sign replacement project (faded street signs replaced)

Partial Listing of Success Stories for 2012/13, Continued

- **Accepted both Water and Wastewater Master plans**
- **Completed long term CIP financing at a very competitive rate**
- **Worked closely with the County and the State Department of Boating and Waterways regarding Egeria Densa and Water Hyacinth issues**
- **Worked with State Department of Public Health on location of Well 7**
- **Resolved lawsuit with SWWS regarding the 2008 Lakes SSO.**
- **Joined Central Valley Methylmercury Project resulting in savings of approximately \$40K**
- **Created a new budget document with enhanced budget contents**
- **Joined Chemical Consortium made up of numerous water agencies throughout the region that resulted in significant chemical savings – over \$50K for Discovery Bay alone.**

Challenges Facing Discovery Bay in 2013/14 and Beyond... (not a full list)

- ✓ Continuing to develop the Community Center and its future programming – next steps
- ✓ Complete Park Transfer Agreement between the Town and the County
- ✓ Renewal of NPDES permit in November and potential for new RWQCB Regulations
- ✓ Increased WQ Regulations
- ✓ Long term staffing needs (2.0FTE + 1.0 Limited Term FTE in Accounting)
- ✓ Ongoing progress of Capital Infrastructure Projects
- ✓ Increased costs of doing business
- ✓ Water Diversion Issues
- ✓ Egeria Densa
- ✓ Maintain Transparency
- ✓ New Development and their potential impacts to Discovery Bay
- ✓ Aging Infrastructure
- ✓ Continue to Maintain Financial Stability

Goal Setting

In an effort to maintain the course that the Board and Staff have been following over the past three years, Staff has identified the following Goals as important in continuing to sustain the momentum that the Town of Discovery Bay has been following.

Staff is looking for Board direction and input, suggestions, recommendations, and ideas relative to the coming budgetary cycle, and long term planning in general.

Goals for 2013 and into 2014

(In no particular order)

- New Water & Wastewater 4 Year Rate Study
- Vehicle and Equipment Storage Facility
- Establish Water conservation education programs in cooperation with Veolia Water, N.A.
- Make Significant progress on completing the Capital Infrastructure Project Program, including possible solar cell opportunities
- Finalize wireless connectivity (all facilities and plants)
- Increase use of www.todb.ca.gov with additional documents and information for the public to access
- Renew 5 Year NPDES

Parks, Landscape and Recreation

- ✓ Park Transfer Agreements to the BOD in Spring 2013 (Slifer and Regatta Parks)
- ✓ Work with Community Center Committee and BOD towards Community Center determination, and implementation of Rec Programs and related activities
- ✓ Landscape Contract to Bid early March for e/side of Town
- ✓ Staffing Needs (2.0 FTE, 1 ea Landscape/Comm. Center)
- ✓ Highway 4 East Landscape Improvement project (replaced Clipper this FY due to Caltrans work on Hwy 4)
- ✓ Solar lighting and shade structures at Slifer Park
- ✓ All parks (incl. Park & Ride/walking path) require parking lot sealing
- ✓ Zone 61 Streetscape Project
- ✓ Cornell Park Pickle Ball Court determination
- ✓ Cornell Park Splash Pad alternative location
- ✓ Earth Day Planning for 2013
- ✓ Park and Landscape Master Plan (Board Direction)

Direction, Input, Suggestions, Recommendations, and Ideas (as identified by the BOD at the Workshop)

1. Sometime in the next six months, schedule a Board Workshop or Study Session to discuss the subject of water meter installation and water conservation.
2. Conduct a Board Study Session re: Community Center in approx 4-6 weeks.
3. Recommended moving forward with converting one Cornell Park Tennis court for exclusive Pickle Ball Court use.
4. Evaluate potential Disc Golf Course.
5. Provide Splash Pad alternative site considerations to the Community Center Committee .
6. Develop Parks and Landscaping Master Plan RFP and coordinate efforts with the Parks and Landscape Subcommittee for an “all-inclusive” proposal.
7. Mission/Vision/Values/Goals – Provide input to staff and return to BOD with recommendations.
8. Improve website access – use of RSS feeds, etc.
9. Return to Board later this FY to discuss vehicle and equipment storage facility.
10. In lieu of proposal from BHI Consulting, possible one day Board Dynamics, Protocols and Practices session.

Mission, Vision, Goals & Values

The Board has previously developed and articulated its Mission, Vision, Goals and Values. The Mission, Vision, Goals and Values have never officially been adopted by the Board.

- ❑ **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. Provide the highest quality of life now and for future generations.
- ❑ **Goals:** Responsible management of public funds; Balance economic prosperity and the preservation of our neighborhoods and natural resources; Timely communication between government and our citizens; Continually improve the quality of our services; Stewards of the environment; 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

Consideration of a Board Workshop with Brent Ives Consulting to perform an analysis and to conduct a study session on Board dynamics, protocols and practices

- ❖ BHI offers a wide variety of workshops, retreats and study sessions facilitated by the company Principal, Brent Ives. Mr. Ives is also the Mayor of the City of Tracy.
- ❖ For Discovery Bay, Mr. Ives proposes that the objective of the work proposed is to assist Discovery Bay with an analysis and a study session relative to Board dynamics, protocols and practices. Through collaboration he assists in finding common ground around common objectives.
- ❖ Brent Ives has a broad range of experience in facilitating and moderating groups including district boards, nonprofit boards, county boards of supervisors, and city councils. He works with elected Boards, Commissions and/or Councils nearly every week. Workshops he has presented include strategic planning, public survey and information gathering, employee input groups, mission and vision seminars, and board unity-of-purpose workshops.

Town of Discovery Bay

Continuing Discussion

Please visit us at: www.todb.ca.gov



**Board Workshop for the
Discovery Bay Community Services District**
Discovery Bay, CA
February 2013

*BHI Management Consulting
2459 Neptune Ct., Suite 110
Tracy, Ca.
(209) 740-6779
brent@bhiconsulting.com*

Overview of Proposal/Contract and Scope of Project:

The objective of the work proposed herein is to assist the Discovery Bay Community Services District (District) with analysis and a study session to consider Board dynamics, protocols and practices. Brent Ives (Consultant), Principal of BHI Management Consulting, will be the consultant and facilitator on this project. The proposal reflects work for preparation for the session, conducting the 1-day session and a brief follow-up report. The consultant's effort and scope of work will be organized in the following manner.

Task Set (Tasks are listed chronologically)

1. Conduct a meeting with General Manager to review the approach and deliverables for the workshop. Request and review relevant documentation regarding Board activity, actions, Board policies, and strategic or long-term planning, etc.
2. Attend two Board meetings (regular or Special called)
3. Conduct interviews with individual Board members to establish acquaintance with members, assess their individual goals and drivers relative to Board roles and service for use at the workshop.
4. Conduct a public Board workshop (anticipated for 4-6 hours) with the District Board. The workshop is anticipated, but is not limited) to cover the subjects such as:
 - the role of the Board,
 - proper Board protocols and activities,
 - Board interactions with the public, staff and each other
 - values practiced by Boards,
 - Board ethics in serving the public
 - making good policy
 - review of current goals and priorities
 - growth and optimal performance areas for Boards of Directors.

*-- BHI Management Consulting --
(209)740-6779*

Preliminary Schedule (dates approximate):

Engagement begins in March 2013 and upon receipt of this signed agreement.

Task Set

1. Meet with General Manager, review documentation (March 2013)
2. Attend Board meetings (April-May 2013)
3. Interview individual Board members (May 2013)
4. Conduct Board workshop (June 2013)

Terms and Conditions:

The Consultant shall perform above services as agreed under authorized signature agreement or purchase order of the District. This agreement is proposed as a fixed price contract including expenses as outlined below.

Costs and Rates:

The total cost of the Work Scope described is \$8450, (fixed) including time, materials and travel expenses (four visits anticipated). The amount will be invoiced in full upon completion of the Board workshop or if engagement moves beyond 2 months, at monthly increments. Additional or optional tasks, not covered specifically by this contract, may be added by contract addendum.

The undersigned parties agree to the terms and conditions of the workscope as described in this proposal/agreement.

Mr. Rick Howard, General Manager Date
Discovery Bay Community Services District
Discovery Bay, CA

Brent H. Ives, Principal Date
BHI Management Consulting
Tracy, CA