



***"Friday Letter"***  
**To the Board of Directors**  
**February 15, 2013**

From: Rick Howard, General Manager

**General Manager/Administration:**

- ✓ In recognition of President's Day, all District offices will be closed on Monday, February 18, 2013.
- ✓ Reminder - the Board Workshop is February 23, 2013 at 1:00 p.m.
- ✓ The big news this week was obviously the Wednesday afternoon Close of Escrow on the Community Center site. This was a major effort and I'd like to thank the Board for their vision. I'd also like to thank the staff, for without their help, this may not have happened as seamlessly as it did. Every member of the staff has touched this project in one way or another, and I don't know what I would have done without them. This project has been and will continue to present challenges. As we move forward, there is a dedicated team of talented individuals that are looking ahead to realizing the dream of so many for so long.



- ✓ The Community Center will close their doors for a necessary and thorough cleaning beginning at 9:00 a.m. on Thursday, February 21, 2013. The Center will reopen at 7:00 a.m. on Saturday, February 23, 2013. Notices are being posted.

- ✓ On Thursday, we received all of our closing documents, including a refund check in the amount of \$31,592 for delinquent water charges.
- ✓ If you have had a chance to drive by or visit the Center, you will notice activity all around. Work is progressing and with some TLC, there will be significant improvements in a relatively short period of time. As you can see by the palms that have been trimmed in the photo below, they were (and there are many) in need of trimming.



The photo below shows the beginning of the work associated with the repair of the water leak. There will be a new service line installed and the old line will be abandoned in place.



- ✓ The Community Center Committee met on Monday, February 11, 2013 to continue their efforts on helping develop long term Community Center recommendations. Their next meeting is scheduled for Monday, February 25, 2013 at 7:00 p.m.

- ✓ Changing subjects, Kiper Homes recently pulled another 18 building permits, bringing the number of homes presently in the pipeline to 39. Their model complex is open at The Lakes, and if you have a chance, stop by check them out!
- ✓ I failed to note last week that we are now back to full staffing levels. Willow Cameron has taken over the billing and front desk functions and we're very happy she is on-board! Welcome Willow (who works on Willow Lake)!
- ✓ Fairin is taking a "long weekend" to Cabo! She returns to work Tuesday.

### **Water and Wastewater Services**

- ✓ Preliminary work started Thursday on the planning for Well 7. Survey teams are on site obtaining boundaries, etc. There will be additional work in the weeks and months ahead.
- ✓ Design work on many of the projects that funded with long term financing are well underway. The 4<sup>th</sup> UV Bank project is complete, and the Biosolids Facility is only waiting for the equipment and greenhouse buildings to arrive. There is an item on the coming agenda related to these projects.

### **Parks and Landscape Services**

- ✓ The work effort at the Community Center continues, and residents have been completing new release of liability waiver forms. Everyone seems to be pleased with the changes that are happening and will happen in the near future. If you want to meet and visit the site, please just let us know and we'll be happy to walk with you through the site.

### **Financial Services**

- ✓ Dina has been working with our water billing company, Freedom Mailing, to update and improve the information included on our water bills. I have attached a copy of a sample in order that you can see the information that we send to our customers.
- ✓ The auditors completed their on-site work last week. While it's always nice to see them, it's also nice to get our office back as well! In conversations with the Audit Manager, there do not appear to be any items of significance in FY 2011-12.

### **Important Dates**

Upcoming important dates are as follows:

- CSD Regular Board Meeting – Wednesday, February 20, 2013 at 7:00 p.m.
- Annual Board Planning Workshop – Saturday, February 23, 2013 at 1:00 p.m.
- Community Center Committee Meeting – Monday, February 25, 2013 at 7:00 p.m.



**TOWN OF DISCOVERY BAY CSD**  
**1800 WILLOW LAKE ROAD**  
**DISCOVERY BAY, CA 94505**  
[www.todb.ca.gov](http://www.todb.ca.gov)

24 Hour telephone: (925)634-1131.  
 Office Hours: Weekdays 8:30am - 5pm  
 Closed Weekends

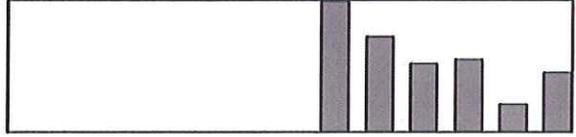
Account Number	Due Date
1-011-333-333-1.03	02/25/13

**Total Amount Due \$32.56**



1 \*\*\*\*\*AUTO\*\*SCH 5-DIGIT 94505 ##  
 Jane Doe ##  
 2222 Westport Drive ##  
 DISCOVERY BAY, CA 94505-1700 1

**WATER USAGE**



0 0 0 0 0 0 29 21 15 16 6 13 x 748 gal  
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

**Service Address:**  
 4035 Regatta Dr

ACCOUNT NUMBER	DATE BILL MAILED	BILLING PERIOD	DAYS USED	DUE DATE
1-011-291-002-1.03	01/31/13	01/01/13 to 01/31/13	31	02/25/13

CURRENT READING	PREVIOUS READING	WATER USAGE (gallons)	UNITS USED	DESCRIPTION	AMOUNT
121	140	13	This Period: 13  Same Period Last Year: 0	Previous Balance Payments Received Adjustments Past Due Amount  Water	49.95 35.08CR .00 14.87  17.69
<b>TOTAL AMOUNT DUE:</b>					<b>\$32.56</b>

Payments that have not been received by January 31, 2013 will not be reflected on this billing statement. Only activity during the month of January will be reflected on this bill.

Thank you For Conserving Our Precious Water Resources!



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Account Number	Due Date
1-011-333-333-1.03	02/25/13

**Amount Due \$32.56**      **Amount Paid**

**Customer:** Jane Doe  
 2222 Westport Drive  
 DISCOVERY BAY, CA 94505-1700

**Service Address:** 4035 Regatta Dr

Please be sure to make checks payable to : Town of Discovery Bay CSD and include your account number on your check.

