



"Friday Letter"
To the Board of Directors
January 20, 2012

From: Rick Howard, General Manager

General Manager/Administration:

- ✓ Discovery Bay Disposal began the process of distributing the 13,000 new refuse bins to the community this past Monday. They anticipate all of the bins being distributed by the end of next week.
- ✓ The 2012 American Cancer Society "Relay for Life" takes place the weekend of June 17th. As plans for our Town of Discovery Bay team emerge I, will let you know!
- ✓ Next Tuesday, January 24th, I will be meeting with the Senior Emergency Planner of the Contra Costa County Sheriff's Office to review our emergency management plan for conformity and consistency with their plan. I will let you know how that meeting goes next week. Once the vetting process is complete, I will schedule the item for a future Board meeting for adoption.

Financial Services

- ✓ The District's Auditors, Croce and Co, are on site conducting the FY 2010-11 financial audit. I anticipate them being here for the remainder of January.
- ✓ All 1099's will be out by the end of next week.
- ✓ Today marked the first payday under the new bi-weekly payroll schedule. We have transitioned from 24x/year to 26x/year. The transition also includes online payroll input eliminating double entries (and potential for errors) and providing enhanced oversight for managers.
- ✓ Beginning in February, the large water users will have been converted to monthly billings from quarterly. This has been a pretty big project and one that I am hopeful will provide less confusion to the customers.

Water and Wastewater Services

- ✓ The Water and Wastewater subcommittee met this week to put the final touches on the Water Master Plan.

Both master plans are scheduled to come before the Board on February 8th.

- ✓ The Bio-Solids Project is out to bid and the mandatory “pre-bid” meeting was held on Wednesday the 18th. There were roughly 14 potential contractors that attended the pre-bid. We anticipate a bid award at the February 15th Regular Board meeting.
- ✓ Last weekend our water storage tanks were inspected. Divers entered the tanks and performed a visual inspection to ensure the tanks continue to remain safe and free of possible contaminants. All of the tanks successfully passed the inspections. This inspection is performed every three (3) years.
- ✓ Beginning January 31st, Veolia will inspect and clean backwash tanks at both water treatment plants.

Parks and Landscape Services

- ✓ The Regatta Park Basketball Court is still on schedule to open by the end of the month. We would like to plan an opening event – possibly a game of board member and staff “horse” and other related neighborhood activities. Stay tuned for more information on this.
- ✓ The gypsum application project will take place next week. The product was scheduled to be delivered this week but was held up in transport. This process is aimed at soil enhancement and turf longevity at our park’s fields.
- ✓ On Wednesday the 18th, Fairin attended a class in Sacramento on arboriculture, or Urban Forestry. The basic topic was enhancing tree health in urban environments through maintenance and pruning.
- ✓ The Earth Day project is looking like it will be held at Slifer Park. There are areas of need that would fit nicely with the earth day message. As details become more finalized, I will let you know.

Important Dates

Upcoming important dates are as follows:

- Next CSD Regular Board Meeting – Wednesday February 1, 2012 at 7:00 pm.
- State of the Town – Discovery Bay Country Club – Saturday January 21, 2012 at 5:30p.m.
- 23rd Annual Economic Forecast Presentation – Thursday, February 2, 2012 at noon (must RSVP) by January 25, 2012
- Special Meeting of the Board – Wednesday February 8, 2012 at 6:30 pm.