



*"Friday Letter"*

To the Board of Directors

March 2, 2012

From: Rick Howard, General Manager

**General Manager/Administration:**

- ✓ This has been busy week! As we had three (3) weeks between Board meetings, there will be a relatively heavy agenda this Wednesday. I anticipate approximately ten (10) interested individuals to attend the meeting to outline their desire to fill the vacant seat on the Board.
- ✓ On Tuesday evening, I attended the Chamber of Commerce Mixer. I was able to discuss the Earth Day Event and drum up support for the event. See today's Discovery Bay Press for an article on the day's activities. Positive news for Discovery Bay is always nice! See attached ad to be placed in upcoming issues of the Press (space donated by the Press).
- ✓ On Thursday night, the ECCFPD hosted a community workshop on the need for the \$197 parcel tax measure that was recently approved by their Board to be placed on the June 2012 ballot. Attendance was very light, but the information was good. The PowerPoint presentation provided by Chief Henderson will be posted to our website.
- ✓ Earlier this week, Calista sent the Form 700 materials to you to fill out and return to her. The deadline for the Form 700 submittal is March 15, 2012.

**Financial Services**

- ✓ Dina is working on putting the FY 2012-13 Budget Calendar together. The schedule of dates for the Board review will come to the Board next week. The internal budget schedule is complete and is attached for your information.
- ✓ We have completed our FY 2011-12 mid-year budgets review. I'm pleased to report that the budget is on target and there are no surprises. The midyear budget review will come before you next week.

### Water and Wastewater Services

- ✓ I have scheduled a meeting next week and the following week with members of the Water and Wastewater Committee in order to become familiar with the types of financing alternatives that are available to us for the public improvements necessary to finance the projects that are included in the master plans. I have lined up a potential bond counsel to provide this information to us, at no cost to us.
- ✓ As indicated last week, Veolia CCTV'd the segments of Willow Lake Road that were impacted by the recent SSO event. There are segments that cause alarm; however, further investigation is necessary in order to determine the extent of repairs that are necessary.
- ✓ Our NPDES permit is up for review with the RWQCB. We are in the process of making comments that will hopefully result in the relaxation of some of our effluent limitations, specifically the NTU dosage limitation, currently set at 10 NTU. The final draft will be brought to the Board once prior to submittal to the state water board.

### Parks and Landscape Services

- ✓ The plans for the Highway 4 landscape improvements are in and being reviewed at this time. They should be out to bid in the next month or so.

### Important Dates

Upcoming important dates are as follows:

- ECCFPD Meeting – Monday, March 5, 2012 at 6:30p.m. – Oakley City Hall
- Next CSD Regular Board Meeting – Wednesday March 7, 2012 at 7:00 pm.



# earthday 2012

TOWN OF DISCOVERY BAY  
INVITES YOU TO  
**GET YOUR GREEN ON!**

Mark your calendar and join us!

**Saturday, April 21, 2012 at Slifer Park**  
8am to 12pm, Volunteer Opportunities  
12pm to 4pm, Family Festival

- ♦ Wetlands Restoration
- ♦ Music
- ♦ Tree Plantings
- ♦ Earth Day Prizes & Give Aways
- ♦ Free Entertainment
- ♦ Enjoy a family lunch in the park
- ♦ Earth Friendly Vendor Expo
- ♦ Learn about Environmental Programs
- ♦ Kids Zone
- ♦ Crafts
- ♦ Games

**Proudly Sponsored By:**

**DISCOVERY BAY PRESS**  
[www.thepress.net](http://www.thepress.net)



VENTILATOR & SPAN-ITE

| Internal Budget Calander Outline for FY 2012-2013        |                         |          |       |      |                           |           |
|--|-------------------------|----------|-------|------|---------------------------|-----------|
| Action Item  | Department(s)           | Due Date |       |      | Responsibility Employee   | Completed |
|  |                         | Month    | Day   | Year |                           |           |
| Budget Calander  | Admin                   | Feb      | 27    | 2012 | Dina                      | ✓         |
| Internal Budget Calander Outline for FY 2012-2013        | Admin                   | Feb      | 27    | 2012 | Dina                      | ✓         |
| Landscape Budget Review for CCC                          | L&L                     | Feb      | 29    | 2012 | Fairin/Dina               | ✓         |
| Landscape Budget to CCC                                  | L&L                     | Mar      | 01    | 2012 | Fairin/Dina               | ✓         |
| 2011-2012 Budget Review                                  | Water, WW               | Mar      | 05    | 2012 | Dina/Virgil               |           |
| 2011-2012 Budget Review                                  | Water, WW               | Mar      | 05    | 2012 | Rick/Dina                 |           |
| Present to BOD FY 12-13 Budget Calander                  | Admin                   |          |       |      | Rick/Dina                 |           |
| Present to BOD 11-12 Budget Review (mid-year)            | Water, WW               | Mar      | 07    | 2012 | Rick/Virgil/Dina          |           |
| Budget Prep Meetings FY 12-13                            | Admin, Water, WW, L&L   | Mar      | 12-16 | 2012 | Virgil/Dina & Fairin/Dina |           |
| First Pass of Budget Build FY 12-13                      | Admin, Water, WW, L&L   | Mar      | 28    | 2012 | Dina & Rick               |           |
| First Pass of Budget (Build) Review Mgr meeting FY 12-13 | Admin, Water, WW, L&L   | Mar      | 29    | 2012 |                           |           |
| Second Pass of budget (Changes) FY12-13                  | Admin, Water, WW, L&L   | Apr      | 06    | 2012 |                           |           |
| Program Summary's  | Admin, Water, WW, L&L   | Apr      | 12    | 2012 | Dina                      |           |
| Program Summary's Review                                 | Admin, Water, WW, L&L   | Apr      | 13    | 2012 | Fairin/Virgil/Rick        |           |
| Third Pass of Budget Review/Program Summary's Final      | Admin, Water, WW, L&L   | Apr      | 29    | 2012 | Fairin/Virgil/Rick/Dina   |           |
| Transmittal to BOD of Budget FY 2012-2013                | Admin, Water, WW, L&L's | May      | 2     | 2012 | Rick/Dina                 |           |
| Presentation to BOD Budget FY 2012-2013                  | Admin, Water, WW, L&L's | May      | 16    | 2012 | Rick/Dina/Fairin/Virgil   |           |
| Possible Budget Workshop                                 | Admin, Water, WW, L&L's | May      | 30    | 2012 | MGR Staff & BOD           |           |
| Final Adoption of Budget FY 12-13                        | Admin, Water, WW, L&L's | Jun      | 02    | 2012 | MGR Staff & BOD           |           |