



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

From: Rick Howard, General Manager

General Manager/Administration:

- ✓ As you are all aware, the phone system has had its fair share of troubles the past couple of weeks. One of the many issues has been the fact that the phones were not "rolling over" to the next available number. That has all been corrected. Only once all three lines are being used will you go to the voice mail system.

I met with the District's IT consultant staff yesterday and with the provider of the new voice over internet protocol (VOIP) phone system today. We are in the process of finalizing the technical requirements and are hopeful to be able to order the new equipment next week. There is no roll out date at this time, but it should be within the foreseeable future.

- ✓ The electronic agenda project is moving forward. We should have the new system in place in the next two (2) weeks, with parallel packets for the first couple of meetings. The equipment is being demonstrated next week and as soon as I have the confidence that the system will work seamlessly I will authorize the placement of the order.
- ✓ On Tuesday, President Steele (via conference call), Vice President Graves, Bond Underwriter Dan Massiello and myself spent the afternoon in San Francisco presenting the Town of Discovery Bay CSD to Standard and Poor's in an effort to obtain our municipal credit rating. We anticipate a reply in the next ten (10) days or so. While the analysts gave no indication as to what their decision may be, all left believing we put the district in a very positive light.
- ✓ On a related note, I will forward to you under separate cover next week the "preliminary draft" documents relative to the financing. This is the "phone book" that Bond Counsel Cameron Weist referenced in June that is very detail oriented. The final draft of the documents will be distributed in the next agenda packet to be delivered next Friday.

- ✓ I want to thank all of those who stepped up while I was away on vacation. The staff, as always, did a great job!
- ✓ Happy belated birthday to President Steele!
- ✓ July 22nd will mark Virgil's 14th Anniversary with the District!

Water and Wastewater Services

- ✓ The Salinity Study results are being analyzed. Virgil will have a brief update at the August 15th Board meeting.
- ✓ The Bio-solids Project continues to move forward. The final concrete slab was poured this Tuesday.
- ✓ HERWIT is ramping up on obtaining proposals from the various sub consultants needed to move the bond projects forward. Assuming all goes according to plan, there will be a lot of activity around here in the next couple of years!
- ✓ The Caltrans Highway 4 Project continues! It also continues to cause conflicts with or driveway at WWTP2.

Financial Services

- ✓ Dina and Lesley attended Caselle training in Provo, Utah this week. The training consisted of the final conversion of the financials from QuickBooks to the Caselle financial business suite. The conversion continues and we are now capable of breaking out all of our costs appropriately and accurately.
- ✓ Dina has been working with the large water users to resolve outstanding balances. Headway is being made and I will keep the Board updated on our progress.

Parks and Landscape Services

- ✓ The Clipper Drive Landscape Enhancement Project is continuing, and if any of you have not had a chance to swing by lately, you will not recognize the place. As stated previously, the project will continue through the summer.
- ✓ Next week Fairin is meeting with a turf company to help resolve some of the issues we are having with the turf at Cornell Park. They have a product that purportedly will inject nutrients into the grass areas and provide the necessary amendments to bring some of the distressed areas back to "green". The matter is not due to poor water coverage as I have

been to the park recently and seen the sprinklers in action. There is good irrigation coverage.

Also at Cornell, we have had two (2) separate irrigation breaks recently (both have been repaired). One flooded the new Bocce Ball courts and they will be cleaned and regarded next week. The other was the water fountain by the tennis courts.

- ✓ As I noted a few weeks back, the basketball court at Regatta is getting almost constant use. However, there is a problem with the concrete cracking and subsiding that needs to be corrected while the court is under the warranty period. The county is addressing concerns with the contractor in attempting to resolve the matter.

Important Dates

Upcoming important dates are as follows:

- CSD Regular Board Meeting – Wednesday, August 1, 2012 at 7:00 p.m.