



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE SPECIAL ANNUAL BOARD PLANNING MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MARCH 1, 2018
SPECIAL BOARD PLANNING MEETING – 4:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 4:00 p.m. – By President Graves
2. Pledge of Allegiance – Led by President Graves
3. Roll Call – All present with the exception of Vice-President Mayer and Director Steele.
4. Vice-President Mayer arrived at 4:10 p.m. and Director Steele arrived at 4:18 p.m.

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

None

C. PLANNING DISCUSSION ITEMS

1. Review of Mission, Vision, Values and Goals
2. Looking Back 2017 Year Review
 - a. Primary Issues
 - b. Accomplishments

General Manager Davies – Provided a PowerPoint Presentation related to the Mission, Vision, Values, and Goals, Looking Back 2017 Year Review, and Looking Forward to 2018. There was discussion related to the MOU for the Bridge and the Lake Group, the purchase of the Fire House, congratulated the Board on the Gold Level Award, Water Meter Project is now complete, and Sand Bay Isle leak continues.

Finance Manager Breitstein – Provided the details regarding the Budget Document that is now a Picture Book. Also provided updates regarding the completion of the Water Meter Project, Dashboards – changes to the RFA's, Water Ordinance, online Bill-Pay, - online EyeOnWater monitoring, new securities at all of the Plants (safety factors in place), reviewing all of the policies and ordinances. There was discussion regarding security system; cameras are in good working order.

Finance Manager Breitstein – Provided additional details regarding the Budget; more transparent, detail and content improved, CIP (Capital Improvement Budget) completely overhauled with new categories, financial dashboards (DRAFT). There was discussion regarding the financial dashboard related to the revenue (Water and Wastewater – revenue component (important to track), use contrasting colors.

3. Looking Forward 2018
 - a. Key Issues and Projects
 - b. Key Planning Efforts

General Manager Davies – Provided the details regarding the PLC upgrades.

Project Manager Sadler – Provided additional details regarding the communications panel upgrades related to upgrading in-house (pre-construction/components, radio) less expensive. There was discussion regarding the other Lift Stations.

General Manager Davies – Provided the details regarding Title 22 (completed by January 2022), letters to the schools regarding the sampling of water from the water fountains (lead testing), drought regulations, the Diffuser (reviewing the Options regarding the assessment of the repair), Wayfarer sewer section replacement, and the billing stage of the Water Meter Project. There was discussion regarding the billing stage (letters will go out the 1st week of April) and financing of the meter.

General Manager Davies – Provided the details regarding the lead pipe inventory (none found in Discovery Bay), Newport Plant PLC Project (on hold until September), water main replacement (Steak House and Firwood), Well 8 alternatives (locations), approval of the O&M Manual, Well 4A Rehab – on hold until later in the season, Cross-Connection Specialist Survey – program that prevents water to flow back into our system, and rehabilitation of the Community Center Swimming Pool.

General Manager Davies – Provided the details of the Park Maintenance Agreement; information given from the County “Discovery Bay needs to lower expectations”. Additional details provided regarding lighting in the front entrance of the Community Center, Du-All Safety Inspections, Digital Message Board, new auditors, Travel and Expense Policy, and the Service Club Signage Plaque.

General Manager Davies – Board consideration of title change from President and Vice-President to Chair and Vice-Chair, revision of the Water Ordinance, Cornell Park Deed, the Town 20th Anniversary (100% funded), Team Building for Management and discussion regarding the Emergency Operations and planning Tabletop Exercise.

General Manager Davies – Provided the details regarding the renewal of the NPDES (National Pollution Discharge Elimination System Permit (due next year – Gregory will be handling),
Public Comment Regarding:

- Process in place for a dispute regarding the water meter installation bill.

There was discussion regarding the process of how residents are being charged.

- Reclaimed water.

There was discussion regarding reclaimed water and that is part of Title 22 (special permits).

The Board made comments regarding additions to the list of projects;

- Recycled water (Purple Pipe) – keep on the radar (opportunities for Grants).
- Water and Wastewater Master Plan – keep moving forward.
- Community Center Financing Plan – Sustainability.
- Budget – apply for a California Society of Municipal Finance Officers (CSMFO) – Budget Awards.
- Online water monitoring EyeOnWater and Bill-Pay – enhance on the bills sent out and the website.

There was discussion regarding the current financing for the Community Center.

The Board made comments regarding additions to the list of projects;

- Special meeting for the concept of the Community Center.
- Alternatives for public or private – leasing arrangements.
- Agreement for water recycling and focus on the Community Center.

There was discussion regarding the additional list of projects.

D. ADJOURNMENT

The meeting adjourned at 5:01 p.m. to the next Regular meeting on March 7, 2018 beginning at 7:00 p.m. at the Community Center.

//cmc – 03-05-18

<http://www.todb.ca.gov/agendas-minutes>