



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE, CALL, AND AGENDA  
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, MARCH 5, 2020  
SPECIAL BOARD PLANNING MEETING – 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 4:00 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

**C. PLANNING DISCUSSION ITEMS**

1. Review of Mission, Vision, Values and Goals
2. Looking Back 2019 Year Review
  - a. Primary Issues
  - b. Accomplishments
3. Looking Forward 2020
  - a. Key Issues and Projects
  - b. Key Planning Efforts

**D. ADJOURNMENT**

Adjourn to the next Regular meeting on March 18, 2020 beginning at 7:00 p.m. at the Community Center.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



**Town of Discovery Bay  
Special Annual Board Planning Meeting**

**March 5, 2020**

# Today's Agenda

1. Review of Mission, Vision, Goals and Values
2. 2019 Looking Back – A Year in Review
3. (Key Issues & Accomplishments)
4. Looking Forward 2020
5. Key Issues and Projects
6. Key Planning Efforts
7. Receive Board members suggestions or requests

## Mission:

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

## Vision:

Maintain a full service and sustainable community  
Grow in harmony with the environment and the Delta  
Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.  
Promote practices that provide enhanced and sustainable life now and for future generations

## Goals:

Responsible management of public funds  
Preservation of our neighborhoods and natural resources  
Provide timely, effective and transparent communications between government and our citizens  
Continually improve the quality of our services  
Promote and protect the environment  
Take pride in community assets  
Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community  
Recognize pioneers of the community

## Values:

Innovation • Accountability • Respect • Integrity • Professionalism

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **First Quarter (January – March 2019)**

- Parks and Recreation Public Event Calendar for 2019.
- Administrative Revisions to the Facility and Parks Rental Fee Schedules
- Attendance at Town Gala – State of Town Address
- 2019 Program, Activities, and Event Fee Waivers
- Completion of the Front Entrance Project (masonry repairs and painting)
- Approval of Town Message Board Policy No. 028
- New Office Copier – Improved Efficiency/Same Cost
- Pre-Annexation/Out-of-Boundary Service Agreement with Lodgepole Investments, LLC (Newport Pointe Development)
- GM Attended Eminent Domain Class

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Second Quarter (April – June 2019)**

- Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018
- Proclamation 19-01 Thanking and Honoring Virgil Koehne for his 20 Years of Dedicated Service
- Accepted the Financial Statements and Independent Auditors Report performed by Croce, Sanguinetti, & Vander Veen
- Update regarding the Groundwater Sustainability Agency-application was made to the Department of Water Resources to split the Tracy Subbasin.
- DWR approved the modification request and now there is a separate basin designated officially as the East Contra Costa Subbasin."

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Second Quarter (continued)**

- Aaron Goldsworthy was promoted to Water and Wastewater Manager
- Approve Resolution No. 2019-03 – Updated & Restated Employee Personnel Manual
- Paws on Parade Event (\$2,500 for dog park)
- Proclamation 19-02 – Proclaiming July 2019 Parks and Recreation Month – Parks Make Life Better
- Adoption and approval of Resolution No. 2019-06 FY 2019-20 Operating, Capital and Revenue Budgets.
- Approval of Resolution No. 2019-07 - the Public Works Contracts Policy
- GM & AGM Attended GM Leadership Summit

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Second Quarter (continued)**

- Approval of the Notice of Completion and Final Payment for Well 4A and Well 2 Rehabilitation and Pump Upgrade Contracts
- Town of Discovery Bay Guide - New for 2019/20
- Multiple Award Winning "No Wipes in the Pipes" Public Education Campaign

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Third Quarter (July – September 2019)**

- Approval of the Notice of Completion and Final Payment for Newport Water Treatment Plant PLC and SCADA System Upgrades
- Approval of overnight camping event for the “Delta Sun Times/Odyssey of the Mind” at Cornell Park in October
- New Hire - Project Manager Mike Yeraka
- Approval to use Wastewater Filtration Project bond fund balance plus any accrued interest to pay a portion of the December 2019 debt service payment for the Wastewater Bond
- LAFCO Municipal Services Review Completed

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Third Quarter (continued)**

- Approve a Scope of Work Submitted for the Completion of Necessary CEQA Documents Related to Repairing the Damaged Diffuser Outfall in Old River
- Approve a Scope of Work Submitted for the Completion of Necessary Geotechnical Services Related to the Denitrification Project
- Presentation: Terracon Consultants - Regarding Phase I of the Pool Design
- Approval for Contracting with Croce, Sanguinetti & Vander Veen - Independent Audit for Fiscal Year 2018-19 – New Auditor Appointed

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Third Quarter (continued)**

- Cornell Park Bathrooms; safeguards in place; proper cleaning
- New IT Services for Improved Security & Modernization
- Report of Delinquencies on Overdue Water Accounts; instituted New Process to Record Lien in the CCC Recorder's Office (amount of charges and penalties due)
- Director Gutow & GM Attended Leadership Academy
- Article about Discovery Bay in Soundings Magazine
- Board Attendance at CSDA Conference
- Dina Breitstein Promoted to Assistant GM

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Fourth Quarter (October – December 2019)**

- Decision Made to Rehabilitate Wastewater Treatment Plant No. 1 as Part of the Denitrification Project
- Hired New Finance Manager – Julie Carter
- Submitted written response to the RWQCB to Make Changes to the Tentative Draft of NPDES Permit – the Town WON!
- SDLF Platinum-Level of Governance Achieved
- Consultant Hired to Conduct the Water and Wastewater Rate Studies
- Carpet Replacement at Community Center

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Fourth Quarter (continued)**

- Drainage Improved Along the Community Center Building
- Acceptance of 2019 Final Master Plan Update from Stantec Consulting
- Approval of Scope of Work for the Engineering Design and Bid Services (Herwit)- Improvements for Denitrification Project
- Hired New Parks and Landscape Manager – Bill Engelman
- Retirement – Mac Kaiser
- Front Entrance Lights Installed, Stolen, Returned and Remounted
- CEQA Documentation Processed for the Outfall Diffuser Repairs

# 2019 Looking Back – A Year in Review

## Issues & Accomplishments

### **Fourth Quarter (continued)**

- Monica Gallo Promoted to Recreation Supervisor
- Storage Space Lease Agreements \$ Bumped Up
- Emergency Repairs to Broken Willow Lake Waterline and Approve Resolution No. 2019-11, Declaring Emergency Repair of the Waterline, Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.
- Joint EOC Exercise - TODB Staff & REC 800
- TODB Hosts California Crime Prevention Association
- Board Participation in Parade of Lights

# Looking Forward



# Water Capital Projects 2019-2020

- Well 8 – Site Acquisition & Testing – Possible Location on Pantages Development.
- Cathodic Protection for Underwater Water Pipes
- Laguna & Marina Underwater Crossing Repairs
- Water Asset Management Plan

# Water Capital Projects 2020-2021

- Newport Filter Repair
- Willow Filter Repair
- Mainline Pipe Replacement Project
- Well 1B Rehabilitation
- Cathodic Protection for Underwater Pipes
- Edgeview/St. Andrews Pipeline Replacement
- Firwood Pipeline Replacement
- Continued Development of the Groundwater Sustainability Plan
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# Water Capital Projects 2020-2021

- Water Master Plan
- 2020 Urban Water Management Plan
- America's Water Infrastructure Act (AWIA)
- Emergency Response & Preparedness Plans
- Cross-Connection Control Program

# Wastewater Capital Projects 2019-2020

- Lift Station “R” Improvements
- Wastewater Treatment Plant 1 Refurb
- Outfall Diffuser Engineers Report
- Outfall Diffuser Repairs
- Denitrification Project Design

# Wastewater Capital Projects 2020-2021

- Lift Station Improvements “J”, “S”, “H”
- Plant 2 Clarifier #3 Rehab
- Denitrification Project
- Prepare Denitrification Project Bond

# Combined Water & Wastewater Capital Projects 2019-2020

- Remodel Island Building by Well 1B (Virgil's old office)
- Truck Replacement (Revolving Fund)
- District Security
- Cyber Security/Information Technology

## 2020-2021

- Truck Replacement
- Commence New Main Office Building

# Zone 8 Capital Projects 2019-2020

- Pool Refurbishment or New Pool Design
- Dog Park
- Zone Consulting

## 2020-2021

- Tennis Courts 3 & 4 (Grant to change to Pickleball)  
Landscape Master Plan

# Zone 9 Capital Projects 2019-2020

- Ravenswood Play Structure & Ground Cover Replacement

# Financial Projects 2019-2020

- Audit
- SB998 – Implement New Shutoff Law
- New Rate Study
- Updated Purchasing Policy
- Updated Surplus Property Policy



**Town of Discovery Bay  
District Representative Listing (2 year Term) - Revised 01-28-2020**

**Regional Committee Appointments**

Committee Name	Location	Day and Time	Director Appointed	Alternate
<b>Contra Costa County Aviation Advisory Committee</b> <i>~This involves attending meetings of this committee to discuss airport operations and activities.</i>	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	2nd Thursday of the Month at 10:00 a.m.	Bryon Gutow	Bill Mayer
<b>Contra Costa County Code Enforcement</b> <i>~This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.</i>	3361 Walnut Blvd. Suite 140, Brentwood, CA 94513	4th or 5th Thursday of the Month at 1:30 p.m.	Robert Leete	Bryon Gutow
<b>Contra Costa Special Districts Association</b> <i>~This involves attending meeting of the Contra Costa Special Districts Association.</i>	5019 Imhoff Place, Martinez, CA 94553	Bi-Monthly at 10:00 a.m.	Kevin Graves	Robert Leete
<b>East Contra Costa County Fire Protection District Liaison</b> <i>~This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.</i>	150 City Parkway, Brentwood, CA 94513	2nd Wednesday of the Month at 6:30 p.m.	Bill Mayer	Kevin Graves
<b>East County Water Management Association</b> <i>~This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.</i>	69 Big Break Road, Oakley, CA 94561	Every 6 months at 11:30 a.m.	Robert Leete	Bill Pease
<b>LAFCO Liaison</b> <i>~This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.</i>	40 Muir Road, 1st Floor, Martinez, CA 94553	2nd Wednesday of the Month 1:30 p.m.	Bill Pease	Bill Mayer
<b>Police Service (P6 Committee)</b> <i>~This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.</i>	Community Center	Quarterly - TBD	Kevin Graves	Bryon Gutow
<b>School District Representative Liaison</b> <i>~This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.</i>	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bill Mayer	Bill Pease
<b>Regional Transportation Agencies</b> <i>~This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.</i>	As Necessary	As Necessary	Bill Pease	Kevin Graves

# Looking Forward 2020

## Key Issues and Projects in Progress

- Location of Well No. 8
- Discussion Regarding Treasury Funds
- Budget – New Building
  - Public Access Not Through a Secure Site
  - Controlled Public Access into Office Interior
  - Conference Room
  - Secure Offices
  - Sturdy Flooring
  - Larger GM/Manager Offices
  - Increased Storage/File/Vault Space
  - Increased Space for IT (properly cooled)
  - More Efficient HVAC
  - Proper Electrical
  - Increased Kitchen/Break Area Space

# Looking Forward 2020

**Board members suggestions or requests**