

Town of Discovery Bay CSD Board Workshop January 14, 2012



2011 was a year of many accomplishments



Administrative Successes:

- Implemented “Agenda Forecast” sheet to track status of agenda reports and district business items to ensure items don’t “fall through the cracks”
- Reorganized and upgraded Financial Services Division and hired Finance Manager
- Updated Purchasing & Procurement Policy
- Updated and revised Board Bylaws and Board Policy
- Worked with the Budget Review Committee to produce a budget that was adopted on time
- Created a new budget document with enhanced budget contents
- Created General Fund
- Worked with Community Center Committee to develop a comprehensive set of recommendations to the Board
- Worked with Communications Committee to develop a comprehensive set of recommendations to the Board
- Connection Fee costs study approved by Board January 4, 2012
- New five year audit services contract approved by the Board January 4, 2012
- Established Internship Program
- Changed Credit Card from Capital One to Cal Card program with improved financial controls
- Established vehicle fuel/maintenance tracking report program
- Obtained Medical Coverage for employees
- Established Merchant Card Service for Credit Card/Debit Card and online bill pay
- Successful SDRMA site inspection audit
- Development of emergency plan (currently under review)
- Development of safety manual (Currently under review)
- Creation of compensation policy (multi-phase in project)
- Establishment of comprehensive employee job descriptions (to be before Board in February 2012 for approval)
- Developed new and comprehensive employee performance reviews
- Updated TODB website with numerous documents and information for public review
- Initiated annual vendor appreciation luncheon thanking vendors for their ongoing commitment to the TODB
- Obtained Automated External Defibrillator (AED) from AMR at no cost and trained all staff in CPR and AED use
- Created Reserve Fund Policy
- Discussion and establishment of new Investment Policy (To be at second January Board meeting)
- Worked closely with the County and the State Department of Boating and Waterways regarding the Egeria Densa issue

Landscape Successes

- Willow Lake Road Landscape Project completed on time and under budget
- Discovery Bay Boulevard/Sand Point Road landscape project bid and constructed on time and under budget
- Completed Discovery Bay Blvd. (east) landscape project using in-house labor
- Renovated Cornell Park baseball field
- Renovated Cornell Park turf and irrigation
- Renovated Cornell Park restrooms
- Completed on time Cornell Park Playground renovation project
- Completed Ravenswood Splash Pad construction project on time
- Numerous tree trimming contracts let to ensure long term urban forestry best practices
- Numerous landscaping projects including Highway 4, Clipper Drive, and Newport Drive
- Regatta Park Basketball Court currently under construction
- Discovery Bay Dog Park project moving forward
- Approval & Adoption of Park Rules & Regulations & Reservation forms & fees

Water and Wastewater Successes

- Completed upgrade to Trojan UV 3000+ System
- UV command system Shade Structure completed
- Entered into long term contract with Veolia Water (possible 15 year deal) minimizing future financial risk
- Completed Water Master Plan and conducted workshop
- Completed Wastewater Master Plan and conducted workshop
- Entered into contract with HERWIT Engineering for ongoing District Engineer services
- Conducted Sewer Manhole Rehab Project on Cherry Hills Drive
- Completed without disruption the Cherry Hills emergency sewer replacement project
- Resolved brown water problem by instituting new controls and processes by adopting improved methods of managing the water treatment system
- Well 6 was completed and placed online
- Managed numerous water leaks Town wide
- Completed sewer main replacement project on Discovery Point by using newer trenchless technologies

Our Mission, Vision, Goals & Values

The CSD Board has developed and articulated its mission, vision, goals and values. These ideals serve as an important guide as the Town of Discovery Bay CSD business is conducted.

- **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:** Full service and sustainable community
Grow in harmony with the environment and the Delta
Provide the highest quality of life now and for future generations
- **Goals:** Responsible management of public funds
Balance economic prosperity and the preservation of our neighborhoods and natural resources; Timely communication between government and our citizens;
Continually improve the quality of our services; Stewards of the environment;
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

Issues Facing Discovery Bay in 2012 and Beyond...

(not a full list)

- Capital Infrastructure needs
- Water and Wastewater Master Plan Outcome
- Increasing RWQCB Regulations
- Increased WQ Regulations
- ECCFPD Funding
- Improve Communications
- Maintain Financial Stability
- Community Center – Next Steps
- Increased costs of doing business
- Aging Infrastructure
- Egeria Densa
- Water Meter Installation
- Improve Budget Doc.
- Maintain Transparency
- New Development Proj's
- Water Diversion Issues

Goals for 2012

- Establish Water conservation education programs
- Establish a “FOG” Recycling Program – (Fats/Oils/Grease)
- Identify an Earth Day Volunteer project for April 2012
- Improve wireless connectivity (all facilities and plants)
- Identify unwanted pharmaceutical drop off location(s)
- Complete dewatering (belt press) project
- Initiate Pickle Ball Sport Court Project @ Cornell Park
- Obtain ownership of County owned parks (Slifer& Regatta)
- Finalize leash free park project strategy
- Establish TODB recreation program
- Increase use of www.todb.ca.gov with additional documents and information for the public to access
- Promote staff training and continued professional development in areas of jurisdictional services
- Look to obtain ISO 14001 Certification

Master Plan – Next Steps

- Adopt MP's – Regular Meeting on February 1, 2012
- MP's are a Policy planning document
- MP's are adopted by Resolution
- MP's provide a meaningful 5/10 year CIP forecast
- Are new projects coming online “in conformance” with the Master Plans?

Discussion...