



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Kevin Graves • Vice President – Ashley Porter • Director – Bryon Gutow • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE CALL, AND AGENDA
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING MINUTES
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MARCH 24, 2022
SPECIAL BOARD PLANNING MEETING - 4:00 P.M.**

Download Agenda Packet and Materials at www.todb.ca.gov

A. SPECIAL MEETING 4:00 P.M.

ROLL CALL

1. Call business meeting to order 4:00 p.m. – President Graves
2. Roll Call - All present.
3. Pledge of Allegiance – Director Graham

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

1. None.

C. PRESENTATION, DISCUSSION, AND ACTION ITEMS

1. Review of Mission, Vision, Values and Goals
None.

2. Looking Back 2021 Year Review Q1-Q4

Q1 Accomplishments - Parks and Landscaping and Administration

Q2 Accomplishments – Parks and Landscaping and Administration

- Air Burners Burnboss is working great. President Graves inquired about waste and if there are ashes left over, Bill responded that the ashes can be mixed with soil for future projects or can be used in lawns as fertilizer. Director Callahan and Vice - President Porter commented on the success of using the Burnboss. President Graves and Staff confirmed that it will have paid for itself within 3 years.

Q2 Accomplishments – Water and Wastewater

- Vac-Truck should be delivered between 9 months to 1 year.

Q2 Accomplishments – Finance

Q3 Accomplishments – Parks and Landscaping and Administration

Q3 Accomplishments – Water and Wastewater

- General Manager Breitstein confirmed that water and wastewater projects need to be completed and financed on a continual basis. Director Gutow asked about the location of the Pantages Lift Station, Aaron responded it is where Wild Drive dead ends the dirt field is the quickest way of bringing it into Newport Lift Station.

Q4 Resolutions

- Vice-President Porter commended staff for their accomplishments within a short timeframe.

Q4 Accomplishments – Parks and Landscaping and Administration

Q4 Accomplishments – Water and Wastewater

Q4 Finance Projects

- Finance Manager Julie Carter provided explanation of receiving 100% of COVID – 19 Funding. Billing was outstanding during the COVID period from March 2020 – June 2021 and totaled \$46K and included over 200 customers. Last week was the first round of door hangers for water shutoffs for customers that had continual outstanding balances. 70 door hangers placed, 18 shutoffs, and 17 payment plans were arranged. Finance met all regulations and followed procedures accordingly with the State.

Q4 General Manager Appointment

- President Graves commended General Manager Breitstein and Assistant General Manager Mike Davies on the transition period. A decision on the Assistant General Manager position will be made soon.

2021 Staffing

- Staff and Board commended Anthony Harper and team.
- Consideration of new position - Accounting Project Analyst.

2021 Awards and Recognition

- General Manager Breitstein has until 2024 to take the exam to maintain accreditation of Platinum Level of Governance.
- CSDA conference will be held in May; annual in person will be held in September.

3. Looking Forward 2022 Key Issues and Accomplishments

2022 Parks and Landscape Projects – Pool and Synthetic Turf Project – March 2022

- Community Pool is complete, waiting for umbrellas to arrive to complete the setup. The Board is pleased with the work and results. The Boy Scouts will be invited to add the finishing touches to the synthetic turf area by filling in a small area with cobblestones.

2022 Parks and Landscaping Projects – Q1 2022 Current Projects and Ongoing Projects 2022

- Cyndi Coats, Pool Supervisor will be hiring for summer staff.
- Clipper Drive enhancements will be brought to the Finance Committee Meeting on April 6, 2022.
- The Conservation Core will be donating a shade structure.

2022 Wastewater Projects – Q1 Current Wastewater Projects and Ongoing Projects 2022

- Wastewater Treatment Plant 2 ponds are clean.
- Wastewater Treatment Plant 3 is almost completely formed in dirt has not yet been cemented.
- Residents on Cherry Hills and Wayfarer Court have been notified that the Manhole repairs will begin on March 28, 2022.
- 780 Orion Readers coming soon.

President Graves wants to discuss odors near Plant 1 in the future. Vice-President Porter commended Aaron and team on managing projects that have arisen.

2022 Finance Projects – Bond Project

- March 30, 2022 General Manager Breitstein and Finance Manager Julie Carter will be attending S&P credit rating, current rating is AA which is an exceptional rating for the District's size.
- A Bond presentation will be held during the April 6, 2022 Finance Committee Meeting, the goal is to close bond by May 10-20, 2022.
- Filing of the Bond Financials to EMMA will be complete next week.
- Background check for bond and compliance came back clean.

Assistant General Manager Mike Davies commended Staff for their diligence.

2023 Looking Ahead to Fiscal Year 2022-23

2023 Looking Ahead – Finance Projects Town Treasury and Bond Refunding

- Currently waiting on funds from the County for Treasury Transfer.
- Earliest timeframe for Refunding is September.

Board Member Input

- President Graves - research new office building.

- Director Callahan requested Staff prepare Accomplishments and how those accomplishments benefit the community.
- Vice-President Porter suggested getting community input regarding certain projects so the Board can be informed when making decisions and highly encourages gaining more County engagement.
- President Graves requested Board to be more responsive to Staff and commended Executive Assistant Maddie Kibriya for her hard work in managing several positions at one time.

D. ADJOURNMENT

1. Meeting Adjourned at 4:50 p.m. to the Next Regular Board of Director's Meeting, April 6, 2022 beginning at 7 PM at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."