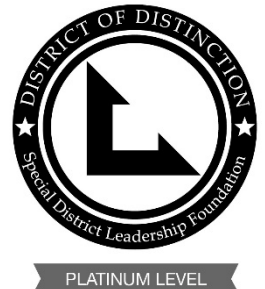




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

### NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 5, 2024 7:00 P.M.

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/85454370841>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

#### **REGULAR MEETING 7:00 P.M.**

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

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

##### **B. PUBLIC COMMENTS (Individual 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. Any person wishing to speak will have 3 minutes to make their comment. 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 viewpoint of the Directors.

##### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting Minutes from May 15, 2024.
2. Approve Special Board of Directors DRAFT Meeting Minutes from May 16, 2024.
3. Approve Register of District Invoices.

##### **D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.

##### **E. MUNICIPAL ADVISORY COUNCIL**

**F. PRESENTATIONS**

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding the Restriping/Conversion of Two Community Center Tennis Courts by Painting Permanent Lines to Make Dual-Use to Allow for Pickleball/Tennis Play.
2. Discussion and Possible Action to Approve the Mobile Modular Contract Proposal to Create Architectural and Engineering Plans for the Future District Office Building.
3. Discussion and Possible Action Regarding Approval of Resolution No. 2024-06 Related to the November 5, 2024 Election for the Board of Directors.
4. Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

**H. MANAGERS REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. DIRECTOR REPORTS**

1. Committee Reports.
  - a. SPECIAL Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) June 5, 2024.
  - b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) June 5, 2024.
  - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) June 5, 2024.
2. Conference Report.
  - a. CSDA Legislative Days – (attended by Director Kevin Graves and Director Ashley Porter).

**K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. BUSD Regular Board Of Trustees Meeting – April 11, 2024 (Director Kevin Graves).
2. BUSD Special Board Meeting – April 24, 2024 (Director Kevin Graves).
3. Con Fire – May 14, 2024 (Director Carolyn Graham).

**L. CORRESPONDENCE**

**M. LEGAL REPORT**

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on June 19, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"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

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 15, 2024 7:00 P.M.**

**REGULAR MEETING 7:00 P.M.**

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

1. Called business meeting to order 7:00 p.m.
2. Vice President Graham led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

1. The speaker mentioned looking into ways to monetize pickleball. He also mentioned the future Cecchini Ranch Project as well as starting a citizens' advisory board.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from May 1, 2024.
2. Approve Register of District Invoices.

Director Porter made a Motion to Approve the Consent Calendar.  
Director Graham seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. MUNICIPAL ADVISORY COUNCIL**

1. Cypress Landing HOA and Clipper Drive Sound Walls/Fencing.

Presented by Vice-President Graham.

- Vessels being parked on the street fall under the jurisdiction of the Sheriff's office.
- Supervisor Burgis stated there was no money for soundwalls. Office of Supervisor Burgis is willing to write a letter to homeowners and/or HOAs regarding responsibility of maintaining soundwalls.

**E. PRESENTATIONS**

1. Veolia Presentation.

Presented by Veolia Projects Manager Anthony Harper.

- Veolia has 325 safe working days.
- All five wells are active. Well 5 is inactive and shut down.
- There were 25 coliform samples collected with zero positive results.
- All fifteen lift stations are active.

**F. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding Veolia North America's Third Amendment to the Water and Wastewater Operations and Maintenance Service Contract.

Presented by Legal Counsel Andy Pinasco.

- Legal worked with Veolia and they mutually agreed to several amendments to the existing contract.
- Veolia West Water Operating Services (VWWOS) shall designate at all times a Project Manager/Plant Manager for all of the Town's facilities operated by VWWOS.
- VWWOS shall have designated at all times a Certified Operator-In-Charge who shall be responsible for the wastewater process operations and shall sign and certify the State and Regional Water Quality Control Board reports.
- The TOWN shall pay VWWOS an Annual Fee. Beginning March 1, 2024, the Annual Fee shall be \$2,182,325.10; provided, however, that TOWN intends to decommission Well # 5 in the near future, and when that asset is decommissioned, it will be removed from VWWOS's scope of work, and the then-applicable Annual Fee shall be reduced by \$42,000.
- Each year, Contractor shall exercise 25% of all distribution valves in the water system, such that over a four-year period 100% of all such valves shall be exercised. Each valve shall be verified to be left in proper operating position and in working condition. If a valve box is not properly aligned over the valve, or if a valve box is sitting too low on a paved road, Contractor shall inform the Town of such condition, so the valve box can be scheduled for repair. For all new valves and valves that have been relocated in the water system, Contractor shall note the location of each such valve using a geographic positioning system (GPS) and shall report such location to the Town so that the Town can enter such location in the Town's GIS.

Director Graves made a motion to approve staff recommendation to approve the proposed DRAFT fourth amendment to the Veolia North America water and wastewater operational and maintenance services contract and allow the General Manager to sign all contracts therein.

Director Porter seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

**G. MANAGER'S REPORT**

None.

**H. GENERAL MANAGER'S REPORT**

1. LHMP Public Comment Strategy Coordination Meeting.

Presented by General Manager Dina Breitstein.

- GM Breitstein updated the Board on the LHMP Public Comment Strategy Coordination Meeting.
- The Town received the first draft of the Cecchini Ranch Property Development Project Plan. Staff and District Engineers will work together to review the 1000+ page document and give feedback to both the Water and Wastewater Committee and the Board of Directors at future meetings.

**I. DIRECTOR REPORTS**

None.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

None.

**K. CORRESPONDENCE**

None.

**L. LEGAL REPORT**

None.

**M. FUTURE AGENDA ITEMS**

None.

**N. ADJOURNMENT**

1. Adjourned at 7:38p.m. to the next Regular Meeting of the Board of Directors on June 5, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF A SPECIAL BUDGET MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Thursday, May 16, 2024 3:00 P.M.**

**SPECIAL MEETING 3:00 P.M.**

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

1. Called business meeting to order 3:00 p.m.
2. Director Graves let the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of President Callahan who was absent.

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

1. Speaker mentioned it was difficult to distinguish between zones and funds while reading the budget documents.

**C. BUSINESS AND ACTION ITEMS**

1. Discussion Regarding Fiscal Year 2024-25 Proposed Operating Capital and Revenue Budgets.

Presented by Finance Manager Margaret Moggia.

- The District is facing increasing operational costs and capital expenditures.
- Rate study has been postponed due in part to a potential 2024 ballot initiative.
- There were several position changes that have been added to the budget. Creation of a Recreation Programs Coordinator and Landscape Coordinator. A Senior Account Clerk position will replace Accountant.
- Operating expenses include consultants, contract operations, facility maintenance, utilities, debt service, administrative costs.
- District provides service to three County Zones which are fully reimbursed by Contra Costa County.
- Zone 8 – estimated increase on Ad Valorem (Secured Property Tax).
- Annual debt service is \$539K for Water and \$1.79M for Wastewater.
- FY 2024-2025 Water CIP: Complete Well 8, Complete Marina UW Crossing Admin. Building and Mainline Pipeline.
- FY 2024-2025 Wastewater CIP: Admin. building, equipment purchases, security at WWTP.
- FY 2024-2025 Zone 8 CIP: Discovery Bay Entrance Sign, Community Center upgrades, Cornell Park play structure.
- FY 2024-2025 Zone 9 CIP: Ravenswood Park splash pad, landscape enhancements on Poe Dr.
- Final Draft of the budget will go to the Finance Committee on June 5, 2024.
- Public Hearing and consideration for Budget Adoption is scheduled for the June 19, 2024 Board of Directors Meeting.

Public Comment:

- The speaker inquired about the funding sources for the new administration building.

**D. ADJOURNMENT**

1. Adjourned at 4:41p.m. to the next Regular Meeting of the Board of Directors on June 5, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:  
C3**

**Agenda Title:** Approve Register of District Invoices.

**Meeting Date:** June 5, 2024

**Prepared By:** Margaret Moggia, Finance Manager & Lesley Marable, Accountant

**Submitted By:** Dina Breitstein, General Manager

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### RECOMMENDED ACTION:

Staff recommends that the Board approve the listed invoices for payment.

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### EXECUTIVE SUMMARY:

District invoices are paid on a regular basis and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

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### FISCAL IMPACT:

Amount Requested: \$ 610,695.15

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. Category: Operating Expenses and Capital Improvements

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### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

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### ATTACHMENTS:

1. Request for Authorization to Pay Invoices for the Town of Discovery Bay CSD 2023/2024

**Request for Authorization to Pay Invoices**  
**For The Meeting On June 5, 2024**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/23 - 6/24**

Veolia Water North America	\$136,675.55
Pacific Gas & Electric	\$127,781.61
Diablo Excavation & Construction	\$110,524.04
Luhdorff & Scalmanini	\$42,069.46
Badger Meter	\$38,450.21
Town of Discovery Bay CSD	\$37,404.46
Go Securities	\$17,862.67
Herwit Engineering	\$15,801.50
Saviano Company Inc.	\$15,000.00
HASA INC	\$12,791.12
Reclamation District #800	\$11,562.75
Bay Area Air Quality Mgmt. District	\$6,343.00
Friendly Fire Systems, Inc	\$5,940.00
Lucas Electrical Inc.	\$5,077.00
Precision IT Consulting	\$5,048.56
Contra Costa Health Services	\$4,390.00
Freedom Mailing Service, Inc	\$3,586.83
Mt Diablo Resource Recovery	\$3,002.63
Valencia Janitorial Plus	\$2,758.50
ULINE	\$1,973.36
Alhambra	\$1,035.26
Verizon Wireless	\$1,034.00
Mobile Modular Portable Storage	\$810.83
Grainger	\$635.24
Kevin Graves	\$575.00
Contra Costa Water District	\$500.00
Stantec Consulting Services Inc	\$395.00
ODP Office Solutions, LLC	\$366.06
Margaret Moggia	\$230.60
Lincoln Aquatics	\$221.20
Geotab USA, Inc.	\$217.25
Dina Breitstein	\$152.49
Community Center Refund Customer	\$150.00
Water Utility Refund Customer	\$80.77
Discovery Bay Marina	\$78.20
Discovery Pest Control	\$70.00
Vortex Aquatic Structures	\$55.00
Dennis Dean Allen	\$45.00

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**\$610,695.15**



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action Regarding the Restriping/Conversion of Two Community Center Tennis Courts by Painting Permanent Lines to Make Dual Use to Allow for Pickleball/Tennis Play.

**Meeting Date:** June 5, 2024

**Prepared By:** Monica Gallo, Landscape Manager

**Submitted By:** Dina Breitstein, General Manager

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### RECOMMENDED ACTION:

Board Discussion and Decision regarding:

- A) the restriping/conversion of two (2) Community Center tennis courts by painting permanent lines to make dual use to allow for pickleball/tennis play and/or;
- B) converting one (1) additional tennis court to two (2) full-time pickleball courts.

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### EXECUTIVE SUMMARY:

At the April 20, 2022, Parks and Recreation Committee Meeting, Discovery Bay Recreation and Sports, (DBRS) requested the Town take two tennis courts at the Community Center and paint permanent pickleball lines, making two of the tennis courts dual use for tennis and pickleball play. Representatives from both the pickleball community and the tennis community spoke on the subject as well as a representative from the United States Tennis Association (USTA).

Listed below are some of the discussion items from the April 20, 2022, meeting.

Pros: Dual lines:

- Pickleball is gaining popularity and is one of the fastest growing sports.
- People have to wait to play on Saturday's.
- Makes people happy, easy to learn and creates a sense of community.
- Striving to keep the player's rotation fluid & fast.

Cons: Dual lines:

- High school tennis students use courts for practice.
- Tennis courts may not always be as busy on Saturdays, they are busy during the week after school time.
- USTA leagues rent tennis courts for matches on Saturdays and Sundays which brings in revenue.
- USTA representative explained, USTA Nor Cal prohibits sanctioned tournaments on courts with dual lines.
- USTA requires a facility to have a 6 court minimum.
- Pickleball is busiest only on Saturday mornings.
- Discovery Bay is part of the Diablo North Region, putting down dual lines would be a hinderance and also may disqualify Discovery Bay from being part of Diablo North.
- Dual lines will disqualify the Town from grant opportunities from USTA.



Discussion Points:

- Creekside Park in Brentwood is building permanent courts, once complete, this should lessen amount of people playing in Discovery Bay.
- Pickleball courts are busiest 1 day a week, primarily 8am-12pm on Saturdays, Players can stagger times and some play in the afternoon to give relief to the morning hours.
- Cornell Park pickleball courts have been resurfaced, giving relief to the Community Center on Saturdays.
- Total count in Discovery Bay: Tennis Courts (7) ~ 6 at the Community Center, 1 at Cornell Park / Pickleball Courts (8) ~ 6 at the Community Center, 2 at Cornell Park.

The discussion by the Parks & Recreation Committee in April 2022, was to keep the Community Center as is 6 tennis courts and 6 pickleball courts being fair and equitable to all.

At the May 1, 2024, Parks and Recreation Committee Meeting, staff was directed to reach out to USTA again for clarification on their stance of dual lines. Included in this report is the USTA Statement of Guidance, which lists 3 options.

- Option #1: Sport-Specific Sites
- Option #2: Non-Traditional Spaces
- Option #4: Shared Use of Courts

The Community Center falls under Option #3. For sites with three (3) or more tennis courts, every effort should be made to utilize Option #1 or #2 due to the sustained growth and increasing public demand for both sports.

Saff did reach out to USTA and asked specifically:

- If 2 of our 6 tennis courts were painted with permanent dual use lines would that disqualify our facility from holding league matches, tournaments etc. and the response was as follows: [It does not disqualify from holding or hosting USTA sanctioned events. Pending on the visual/color of the lines you may get players/teams not willing to play.](#)
- If we take one of those courts and paint permanent lines to make dual use, leaving us with 5 true tennis courts, does that disqualify our facility from qualifying for any possible USTA grant opportunities? The response was as follows: [Your facility still qualifies for future grants. Our funding committee does look at the number of players that can be impacted. So, the lesser the number of courts the lesser funding that will be awarded. The number of courts also determines the amount of funding that would be allocated for court resurfacing and other facility improvements.](#)

Since the May 1, 2024, meeting, DBRS is requesting a new proposal for the tennis courts at the Community Center:

They would like the Town to convert one (1) additional tennis court to two (2) full-time pickleball courts once they raise additional funds (2 years approximately). If the Board of Directors chooses to convert one (1) tennis court into two (2) pickleball courts, staff suggest converting court number six (6). Courts one (1) & two (2) are utilized for youth tennis lessons.

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**FISCAL IMPACT:** N/A

Both actions to be funded by Discovery Bay Recreation & Sports (DBRS)

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:** N/A

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**ATTACHMENTS:** N/A



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve the Mobile Modular Contract Proposal to Create Architectural and Engineering Plans for the Future District Office Building.

**Meeting Date:** June 5, 2024

**Prepared By:** Dina Breitstein, General Manager

**Submitted By:** Dina Breitstein, General Manager

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### RECOMMENDED ACTION:

Approve the Mobile Modular proposal and authorize the General Manager to execute all contracts therein, up to a maximum of \$451,900 plus 15% contingency.

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### EXECUTIVE SUMMARY:

Starting in February of 2022, the District began investigating a new District Office Building for the Town of Discovery Bay; since then, staff has been working with the committees to present various options for the board to decide on.

The water and wastewater committee vetted nine different options, which are listed below:

- Option 1 Stay in the Existing Building [ELIMINATED 9/6/23 BOD MEETING]
- Option 2 Leasing Rental Space [ELIMINATED 9/6/23 BOD MEETING]
- Option 3 New Building
- Option 4 New Modular Building
- Option 5 Purchase New Property with Office Space [ELIMINATED 9/6/23 BOD MEETING]
- Option 6 Remodel the Community Center
- Option 7 New Facility at Existing Site [ELIMINATED 9/6/23 BOD MEETING]
- Option 7a New Facility at Existing Site (modular building)
- Option 8 Existing Building at Riverlake and DB Blvd [ELIMINATED 9/6/23 BOD MEETING]

At the March 6, 2024, Water and Wastewater Committee Meeting, Mobile Modular presented a background of their customizable modular solutions. TODB staff worked on two designs with Mobile Modular to be built in the open space by the community center (option 4 New Modular Building) and one for a new modular building at the existing District Office site location (option 7a New Facility at Existing Site). The committee expressed interest in acquiring a pricing estimate. To accomplish this Mobile Modular will need the Board of Directors to decide on the schematic design options presented. At this same meeting, staff modified a previous eliminated option. This option is titled Option 7a, New Facility at Existing Site. This option, though economical, does pose some solid challenges and cons such as:

- Not enough parking – due to the new filter tank(s) project, chemical deliveries, construction repairs, trash pickup, and deliveries.
- On site of the Districts largest and most productive well -No room for plant expansion if needed Provides workspace for future growth
- Limited room for future growth

- No residential persons on location, all inquiries or issues would be by appointment only.
- Would need to remodel the Community Center to included: office space, receptionist area, separation of board room from open common area – touching the cc could trigger new building code upgrades. Adds to the cost increase.
- Would cause workflow inefficiencies – billing inquiries resolution, no manager onsite, problem-solving, and conflict resolution will take longer as staff is spread in separate locations.
- Potentially burdensome to future staff
- Customer/Resident unfriendly. Potential to reputational risk and poor customer relations
- Would need temporary office space while the site work is being conducted.

Staff has proposed moving forward with Option 4, considering that Option 7a has many challenges/cons. Selecting option 4 would eliminate all other remaining options as non-viable.

On April 3, 2024, Mobile Modular presented the Mobile Modular Design Concepts to the Board of Directors. The design concept indicated two versions of Option 4 New Modular Building: one with the boardroom and one without the boardroom.

Since this meeting, Mobile Modular has submitted a proposal. The total design cost is \$451,900. This cost includes the following Services:

**Programming Response Phase Services:**

(RP-1) Retainer Payment (25% of total Compensation at execution): \$112,975.00

(PP-1) Upon Completion of Programming Phase Services: \$45,190.00

**Schematic Design Phase Services:**

(PP-2) Upon Completion of Schematic Design Services: \$83,735.00

**Design Development Phase Services:**

(PP-3) Upon Completion of Schematic Design Services: \$105,000.00

**Construction Documents Phase Services:**

(PP-4) Upon Completion of Construction Document Design Services: \$105,000.00

**TOTAL COMPENSATION FOR SERVICES: \$451,900.00**

Staff recommends approving the Mobile Modular proposal and authorize the General Manager to execute all contracts therein, up to a maximum of \$451,900 plus 15% contingency.

**FISCAL IMPACT:**

\$451,900 plus 15% contingency

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

April 3, 2024, Board of Directors Meeting – Presentation of Mobile Modular Custom Solutions

**ATTACHMENTS:**

1. Mobile Modular Proposal.
2. Mobile Modular Presentation.



PHASE 1 – MODULAR DESIGN CONSULTING AGREEMENT

Date:	April 9, 2024
Consultant:	Mobile Modular Management Corporation 5700 Las Positas Road Livermore, California 94551
Consultant Representative:	Joshua Dean Telephone: 951-378-6942 Email: <a href="mailto:Joshua.Dean@mobilemodular.com">Joshua.Dean@mobilemodular.com</a>
Customer:	Town of Discovery Bay 1601 Discovery Bay Blvd. Discovery Bay, CA 94505
Customer Representative:	Dina Breitstein, General Manager 925-634-1131 <a href="mailto:dbreitstein@todb.ca.gov">dbreitstein@todb.ca.gov</a>
Project Description:	New Town Office Building
Project Address:	1601 Discovery Bay Blvd. Discovery Bay, CA 94505

**I. INTRODUCTION**

Consultant submits this proposal to Customer to provide consulting services with respect to the development of custom design documents for a permanent modular building project consisting of a new, approximately 6,957 SF office building, its foundation, and site work as required to construct this building (together the "Project"), to be located at the above-referenced Project address ("Project Site"). The Consultant and the Customer shall hereinafter collectively be referred to as the "Parties" and each, individually, a "Party." The intent of this Phase 1 Modular Design Consulting Agreement is to develop the design for the above-referenced Project through and including the Programming Phase, Schematic Design Phase, Design Development Phase, and Construction Documents Phase of the overall Design Process. In the event that, Customer approves the design of the Project provided by Consultant pursuant to this Agreement, the Parties will then proceed to Phase II of the Project pursuant to a separate written agreement which will include the site development as designed, the foundation, and manufacture and delivery of the modular buildings and related work.

**II. SCOPE OF SERVICES**

Consultant shall meet with the Customer to determine Customer's overall requirements for the design of the Project. Following the development of the Customer's program requirements for the Project, Consultant shall provide the project design as outlined below through the engagement of licensed and experienced third-party consulting architects, engineers and/or other design professionals employed by or through the Consultant. Site development design as required for the installation of a new modular building will include architectural design and landscape services, stamped by a licensed Architect in California, and civil, structural, and electrical engineering services, stamped by a licensed PE in California. See the phasing below for the complete outline of the deliverables pertaining to site design.



The modular building design will include the following design elements: (a) modular building drawings for red-line approval by Customer; (b) water and wastewater single line diagrams and/or isometrics from the modular building to a single point of connection; (c) electrical single line diagram and/or isometrics from each modular building to a single point of connection; and (d) mechanical system development and design. (PE stamped MEP design and calculations are not required for agency approval for the building. PE sealed and stamped MEP drawings, if required by the customer, would be in addition to the scope and costs of this agreement.) All site related design services are to be in compliance with CBC 2022 / ASCE 7-16. The modular building design will include typical factory shop drawings as required for agency approval and inspection by the State of California Department of Housing and Community Development (HCD) via its third-party plan review and inspection agencies. The foregoing Scope of Services for the site and modular building design will be provided in the following phases:

**A. PROGRAMMING PHASE**

**1. Objective:**

To gather information on the Customer's needs for the use of the building and to gather data on the Project Site as required to define the general scope and scale of the Project for the creation of a preliminary design, evaluation, and planning approval if required. At the end of the Programming Phase, sufficient data will have been gathered and scope defined as needed to proceed to the Schematic Design Phase. Includes planning department review.

**2. Activities of the Programming Phase:**

- a) Gather existing data regarding the site, including site tax map, utility locations identified in public GIS, and zoning
- b) Geotechnical Engineering Services Including:
  - i. Double ring infiltration testing
  - ii. 3 borings varying 20 to 50 feet
  - iii. Soils testing and sealed report Municipality research for historical building permits and drawings
- c) Survey Services including:
  - i. Boundary survey
    - a. Setting property corners
    - b. Survey map (state requirement)
  - ii. Topographic Survey
    - a. Visible features on property, elevation, utility easements, and surrounding streets
    - b. Survey Map
- d) Design review application materials including site plan and narrative
- e) Land use application
- f) Parking analysis
- g) Demolition sheets if required
- h) Floor plan and elevations
- i) Submit materials relevant to design review if required

**3. Deliverables of the Programming Phase:**

- a) Preliminary adjusted modular floor plan with room dimensions, module sizes, column locations, preliminary code analysis as it pertains to the building.
- b) Preliminary modular building elevations.
- c) Identification of site elements: Boundaries, soils, utilities, historical data as referenced in activities (Section 2)

4. **Timing/Number of Meetings:**

Following the execution of this Proposal, this phase will take approximately (4) months to complete. We anticipate that the planning department review will require the most substantial time investment during this phase. This phase will include one site analysis meeting at the project property and up to (5) virtual or telephonic meetings with the Customer. Additional meetings or in-person meetings will be provided as Additional Services (defined below).

**B. SCHEMATIC DESIGN PHASE**

1. **Objective:**

To define the general scope, scale, and functional relationship of spaces. A preliminary cost proposal for the project will be provided for review. The documents will identify both site planning and building planning including area allocations, conceptual organization of exterior and interior spaces, conceptual image, and usage of feature interior and exterior materials, selection of structural, mechanical, plumbing and electrical system concepts. Upon acceptance of the Schematic Design Package, the Customer will approve the conceptual direction for further development in subsequent phases.

2. **Deliverables:** The Schematic Design Phase deliverables shall be presented and submitted in electronic form and shall include:

- a) Building Planning
  - i. Outline Specifications
  - ii. Floor Plan
  - iii. Elevations
  - iv. Reflected Ceiling Plan
  - v. HVAC Layout
  - vi. Electrical Layout
  - vii. Cross Sections
  - viii. Roof Truss Design
  - ix. Preliminary Fire Suppression Plan within the building only
  - x. Preliminary Fire alarm Plan for a standalone nonproprietary NFPA-72 approved system
- b) Site Planning
  - i. Foundation Plan
  - ii. Demolition and Exiting Conditions Plan
  - iii. Site Dimension Plan
  - iv. Preliminary Grading and drainage plan, which shall include necessary enlarged detail spot grading plans of site areas to show further detail for grading
  - v. Perform Flow Test

**NOTE: All above documents are to be considered preliminary as we move through this design phase.**

3. **Timing/Number of Meetings:** This phase will commence after the Programming Phase completion and will take approximately (2) months to complete. This phase of the Services will include revisions and resubmissions, up to one on-site meeting and



(15) virtual or telephonic meetings with the Customer. Additional meetings or in-person meetings will be provided as Additional Services (defined below).

### C. DESIGN DEVELOPMENT PHASE

1. **Objective:** To develop, in further detail, the approved conceptual design and schematic design documents to, at the conclusion of this phase, provide a construction proposal for the fabrication of the modular building(s) and related site development of the Project. The design development documents will clearly identify the developed architectural, structural, mechanical, electrical, plumbing and fire protection design solutions for the Project. All major features and components of the design solution will be documented and included in the updated price(s). Changes requested by Customer to the specifications, plans, elevations, building systems or other elements of the Project contained in the design development documents following this phase may impact the estimated design fees for the construction documents phase and the construction proposal. The design development documents shall incorporate the fire alarm plan, customer-provided data, communications plan, and security plans prepared by customer's outside consultants.
  
2. **Deliverables:** The Design Development Documents Phase deliverables shall be presented and submitted in electronic form and shall include:
  - a) Building Planning
    - i. Outline Specifications
    - ii. Floor Plan
    - iii. Elevations
    - iv. Reflected Ceiling Plan
    - v. HVAC Layout
    - vi. Electrical Layout
    - vii. Cross Sections
    - viii. Foundation Plan
    - ix. Engineering for the MEP outside of the modules, within 5' of the Project, work to include design of the MDP, sub-panels connection to MDP and plumbing lines manifolding in crawl space
    - x. Utility plans (water, sanitary, storm, power)
  - b) Site details
    - i. Construction specifications (Civil)
    - ii. Design Development Phase Site Plan, Grading Plan, SWPPP Documents
    - iii. Erosion Control Plan
    - iv. Prepare and provide a drainage analysis of, and computations with respect to the proposed Project site
    - v. Prepare and provide a complete site parking and accessibility plan
    - vi. Electrical engineering including site distribution design and panel schedule for distribution panel, sheet specifications
    - vii. Site Lighting Plan
    - viii. T-24 Energy Forms for Electrical Design



- ix. Landscape Design including planting and irrigation plans, sheet specifications and necessary details
- x. Hardscape Design
- xi. Traffic analysis services including report detailing impacts on residents and staff
- xii. Design Development Phase Budgetary Pricing
- xiii. Issue ready Final Review Set for the Building and Civil Plans. Exclude the Construction Phase Drawings

**NOTE: DD - Proposal pricing is to be considered preliminary as we move through this design phase. Any changes resulting from customer requests or feedback from local AHJ may affect pricing.**

3. **Timing/Number of Meetings:** This phase of the Design Agreement will commence following the completion of the Schematic Design Phase and will take approximately (2) months to complete. This phase of the Services will include up to (15) virtual or telephonic meetings with the Customer. Additional meetings or in person meetings will be provided as Additional Services (defined below).

#### **D. CONSTRUCTION DOCUMENT PHASE**

1. **Objective:** To provide drawings and specifications sufficient for contract pricing, ready for AHJ approval, and ready for construction.
2. **Deliverables:**
  - a) HCD Approved factory shop drawings for the modular building.
  - b) Title 24 energy forms
  - c) Site plan with parking and notes
  - d) Fire and life safety plans, including a code summary showing egress
  - e) Plans illustrating required fire separations from lot lines
  - f) Accessibility details, as required
  - g) Hardscapes, structural concrete, gates/fencing, steps, terrace, trellis and canopy designs
  - h) Landscape construction documents
  - i) Offsite improvement plans if required
  - j) Structural calculations (except standard factory HCD pre-approved structural design).
  - k) Coordinate site and factory drawings for local AHJ review
  - l) Plan review and resubmittals as required to receive permit
3. **Timing/Number of Meetings:** This phase will commence after the Design Development Phase completion and will take about (5) months to complete. We anticipate that the building department review (section 1 – above) will require the most substantial time investment during this phase. This phase will include up to (5) virtual or telephonic meetings with the Customer. Additional meetings or in-person meetings will be provided as Additional Services (defined below).





**III. EXCLUDED SERVICES (PHASE II)**

The following services are not included in Consultant's Scope of Services pursuant to this Agreement but will be required should the Customer approve the design of the Project provided by consultant pursuant to this Agreement and decide to proceed to Phase II of the Project as described above. In such event, such services shall be separately negotiated by the Parties and addressed in a separate written agreement.

- A. Fabrication and manufacture of Project Buildings and Improvements
- B. Delivery of Project Buildings and improvements
- C. Installation and construction of the Project at the Project site.
- D. Any other services not expressly included in the Modular Design Consulting Agreement

**IV. EXCLUDED SERVICES (PROVIDED BY CUSTOMER)**

The following services are not included in Consultant's Scope of Services pursuant to this Agreement. To the extent required for the Project and/or Phase II of the Project, if applicable, Customer shall provide the following services and all related deliverables through its own fully licensed and experienced design consultants ("Customer's Other Consultants"). Customer shall ensure that Customer's Other Consultants coordinate their services with the Consultant's Services and cooperate with Consultant with respect to the Project. If agreed to by the Parties hereto, Consultant and Customer may agree to have Consultant provide the following services as Additional Services pursuant to Section VII of this Agreement or as part of any Phase II (defined above) services pursuant to a separate agreement with Consultant, through the use of licensed third-party consulting architects and/or engineers, or in-house if applicable.

- A. All other environmental reports regarding existing conditions at the Project Site except the Geotechnical Testing
- B. Data, Telephone, and security Plans
- C. Review Fees by Local Jurisdictions and/or third party agencies employed by local jurisdictions. (with the exception of fees pertaining to HCD approval of the building plans)
- D. Construction Administration Phase services
- E. Additional meetings (not otherwise included in this Design Agreement), or any site visits to the Project site
- F. Landscaping Plans or Tree surveys prepared by ISA Certified Arborist and other specialty requests
- G. Interior design, FF&E design, signage and all associated elements
- H. Permitting outside of approval sets and fees as mentioned above.
- I. Any other services not expressly included in the Modular Design Consulting Agreement

**V. COMPENSATION & PAYMENT SCHEDULE**

Customer shall compensate Consultant for its Services in accordance with the Terms and Conditions of this Proposal and as follows (collectively, "Compensation"). Customer shall pay the compensation in accordance with the following payment schedule:

- A. Programming Response Phase Services
  - 1. (RP-1) Retainer Payment (25% of total Compensation at execution): \$112,975.00
  - 2. (PP-1) Upon Completion of Programming Phase Services: \$45,190.00
- B. Schematic Design Phase Services:
  - 1. (PP-2) Upon Completion of Schematic Design Services: \$83,735.00
- C. Design Development Phase Services:
  - 1. (PP-3) Upon Completion of Schematic Design Services: \$105,000.00



D.	Construction Documents Phase Services:	
	1. (PP-4) Upon Completion of Construction Document Design Services:	\$105,000.00
	<b>TOTAL COMPENSATION FOR SERVICES:</b>	<b>\$451,900.00</b>

**VI. ADDITIONAL SERVICES**

"Additional Services" are services not expressly included in the Scope of Services set forth in this Proposal or any exhibits hereto. In the event that Additional Services are requested by Customer or required for the Project, the Parties hereto may agree for Consultant, or its third-party consultant architects/engineers, to perform such Additional Services for a mutually agreeable lump sum amount or at mutually agreeable hourly rates. Such agreement shall be set forth in writing (which may be made via email). In the event of a material change in the scope of the Project, the Parties shall negotiate the amount of compensation set forth above in good faith to account for the added effort, time, and expense expected to be incurred by Consultant in completing its services on the Project. Consultant shall not be obligated to complete any services arising from a material change in the scope of the Project absent agreement with the Customer as to such compensation.

**VII. REIMBURSABLE EXPENSES**

"Reimbursable Expenses" are actually and reasonably incurred out-of-pocket expenditures made by the Consultant or any of its lower tier consultants for the Project and are in addition to, and not included in, the compensation for Scope of Services and Additional Services. Reimbursable Expenses include, but are not limited to, costs for plotting, binding and printing sets of design documents, blueprinting of drawings, courier services, postage, handling and delivery costs, renderings, models, mock-ups, professional photography, presentation materials, Project websites, extranets, travel for the Project such as mileage, flights, transportation, travel meals, and lodging, etc. and all taxes on such expenses. Reimbursable Expenses shall be billed to Customer on the basis of the actual cost incurred plus a 10% administrative fee, on a monthly basis. Records of Reimbursable Expenses shall be provided to Customer upon request.

**VIII. TERMS AND CONDITIONS, AND ACCEPTANCE**

The pricing provided herein is valid for thirty (30) days from the date of this Proposal. The terms set forth in this Proposal and any other attached exhibits, if any, are subject to the Consultant's general Terms and Conditions attached hereto as Exhibit A. Customer's signature on this Proposal, or the Customer's payment of any sum due in accordance with this Proposal, shall constitute the Customer's full acceptance of this Proposal, any exhibits hereto and the Terms and Conditions attached hereto as Exhibit A. Once this Proposal has been accepted by the Customer as specified in the immediately preceding sentence, this Proposal, and any exhibits attached hereto, together with the Terms and Conditions, shall become the full and binding "Agreement" between the Parties.

**CUSTOMER:**

**CONSULTANT:**

**TOWN OF DISCOVERY BAY**

**MOBILE MODULAR MANAGEMENT CORPORATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## EXHIBIT A

### TERMS & CONDITIONS

#### A. PAYMENTS TO CONSULTANT.

- a) Customer shall make progress payments to Consultant for Basic Services based on the Payment Schedule set forth in the Proposal, or if no such schedule is included, payments shall be made monthly based on the percentage of the Basic Services completed during the respective phase of the Project. Where compensation is based on an hourly rate (e.g., for Additional Services), such compensation shall be paid on a monthly basis based on the services completed at such hourly rate during the invoice period. Reimbursable Expenses shall be paid on a monthly basis based on the expenses incurred during the invoice period.
- b) Invoices shall be due and payable within ten (10) calendar days following Customer's receipt of same. In order to provide uninterrupted services by Consultant, Customer is required to promptly pay Consultant's invoices. Invoices that remain unpaid after the due date are deemed past due. Past due payments shall bear interest at the greater of twelve percent (12%) per annum, or the highest interest rate permitted by the laws of the state in which the Project is located. Customer shall promptly reimburse Consultant for all costs incurred by Consultant, including reasonable attorneys' fees and expenses, in collecting any past due payments. In the event that Customer stops payment on any check issued to Customer for any reason (other than Consultant's default), or gives Consultant a check that is returned for insufficient funds, then Customer agrees to pay a five percent (5%) of the past due amount as an administrative fee (and not as a penalty), in addition to any other remedy available to Consultant hereunder. Any and all monies previously paid by Customer may be retained by the Consultant and applied to said interest charge and administrative fee, which application shall in no way prejudice the rights of Consultant to recover additional damages incurred.
- c) In addition to all other remedies available under this Agreement or at law (which Consultant does not waive by the exercise of any rights hereunder), Consultant is entitled to suspend its services immediately and without notice if Customer fails to pay any payments when due hereunder, and such failure continues for ten (10) calendar days following the due date. If Consultant is providing services on more than one project for the same Customer, and Customer fails to pay any compensation or Reimbursable Expenses when due on any of its projects, Consultant may suspend services in connection with any and all projects for the same Customer, without any restriction, regardless of the amount of the unpaid compensation or Reimbursable Expenses. Consultant shall have no liability to Customer for any costs or damages of any nature whatsoever (including, but not limited to, delay damages), as a result of such suspension caused. Upon payment in full by Customer, and Customer's cure of any other material breach of this Agreement, Consultant, upon written agreement between the Parties, may resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate Consultant for the period of suspension, plus any other reasonable time and expenses necessary for Consultant to resume performance of its services on the Project.
  - d) Customer shall not withhold payment from Consultant to impose a penalty or liquidated damage on Consultant, or to offset sums requested by, or paid to contractors, for claimed delays or the costs of changes in the Basic Services, or otherwise.
  - e) To the extent permitted by applicable law, Consultant reserves the right, on its own behalf and the behalf of its lower tier consultants, to record a construction lien claim and, if necessary, to file suit for lien foreclosure to recover unpaid compensation and Reimbursable Expenses and any costs associated with collection of funds due.
  - f) To the fullest extent permitted by applicable laws, Customer hereby acknowledges and agrees that payment by the Consultant to any of its lower tier consultants, is specifically and expressly conditioned upon timely payment by the Customer to Consultant. In no event shall Consultant be required to make payment to any lower tier consultants, until Consultant receives payment therefore from Customer. Payment by the Customer is an express condition precedent to the Consultant having to make payments to any of the Parties providing any portion of the services on behalf of Consultant. This section shall not be construed as a time for payment clause, but is intended by the Parties to be a condition precedent to Consultant's obligation to pay. In the event of any conflict between this paragraph and another term or provision of this Agreement, this paragraph shall govern and control.

#### B. INDEMNITY AND LIMITS ON LIABILITY.

- a) To the fullest extent permitted by law, Customer shall indemnify, defend and hold harmless Consultant and its managers, officers, directors, employees, lower tiered consultants, affiliates, successors and assigns ("Indemnitees") from and against any and all claims, demands, liabilities, judgments, damages, losses, costs and expenses, including reasonable attorneys' fees and costs (collectively, "Losses," and each a "Loss") asserted against or incurred by Consultant or any other Indemnitees by reason of, arising out of, or in connection with: the services or the Project Site; any inaccuracy, errors or omission in any representation, information or services provided by the Customer, any of Customer's Other Consultants,



or any other person or entity for whom Customer is responsible; any bodily injury or death to any person, or damage to any real or tangible personal property caused by Customer, any of Customer's Other Consultants, or any other person or entity for whom Customer is responsible; any failure by Customer to comply with any applicable laws with respect to the Project or Project Site; any failure by Customer to pay Consultant in accordance with this Agreement; and/or any unauthorized use of the Instruments of Service (as defined below). This provision shall survive termination or expiration of this Agreement.

- b) Customer's obligation to defend the Consultant and the Indemnitees for Losses is independent of, and in addition to, Customer's indemnity obligations and shall apply to the fullest extent permitted by law. With respect to any Losses for which Customer is obligated to defend Consultant or any Indemnitees, if Consultant or applicable Indemnitees reasonably determine that the defense being provided by Customer is inadequate, ill advised, presents a conflict of interest, is in conflict with the best interests of the Consultant or applicable Indemnitees, or is not being pursued with sufficient diligence, then Customer shall, promptly upon request from the Consultant or applicable Indemnitees, substitute existing counsel for counsel that is acceptable to both the Customer and the Consultant or applicable Indemnitees.
- c) Consultant's liability to Customer or any other person or entity claiming by or through Customer, for any acts, omissions, errors, negligence, breach of contract, or any other causes of action, including but not limited to torts or strict liability, related to or arising in any way out of the Project, this Agreement or the services, shall be limited to an amount equal to the Basic Compensation, as same may be adjusted by Additional Services, paid to Consultant under this Agreement. To the extent required by applicable laws, Customer and Consultant agree that such amount bears a reasonable commercial relationship to the value of the services under this Agreement.
- d) Under no circumstances shall Consultant be liable to the Customer or any other person or entity claiming by or through Customer for any special, incidental, punitive or consequential damages of any kind related to or arising in any way out of the Project, this Agreement or the services, including but not limited to, loss of business, use or profits.

Consultant has set its price and entered into this Agreement in reliance upon the indemnification, limitations of liability, and other terms and conditions specified by the Parties, and same form the basis of the bargain between the Parties hereunder.

**C. OWNERSHIP OF DOCUMENTS.** All plans, drawings, specifications, designs, work product and other documents indicating the design of the Project, including electronic copies, provided by Consultant to Customer pursuant to this Agreement are "Instruments of Service". Instruments of Service, including those in electronic form, furnished under this Agreement are the sole property of Consultant and its respective lower tier consultants, and such entities retain all common law, statutory and other reserved rights, ownership and property interests in the Instruments of Service, including copyrights. The Instruments of Service may only be used, including but not limited to use for the design, manufacture, fabrication, and/or construction of the Project, pursuant to a Phase II Agreement with Consultant as set forth in the Agreement. In the event the Customer uses the Instruments of Service in violation of this Agreement Customer shall be in material breach of this Agreement and, in addition to any other rights and remedies of the Consultant and its lower tier consultants under this Agreement or applicable law, Customer shall be deemed to release the Consultant and its lower tier consultants from all claims and causes of action arising from such uses; and Customer shall indemnify, defend and hold harmless Consultant and its lower tier consultants from any and all claims, liabilities and/or causes of action arising from such use, including attorneys' fees and costs. Any unauthorized use of the Instruments of Service shall be at Customer's sole and exclusive risk, without liability to Consultant or any of its lower tiered consultants.

**D. TERMINATION.**

- a) Customer shall have the right to terminate this Agreement for cause due to Consultant's material failure to perform under this Agreement by giving fifteen (15) days prior written notice to Consultant (and an opportunity to cure within such time). If Consultant fails to cure within such time, this Agreement shall terminate immediately and the Parties' obligations to continue performance under this Agreement shall cease and Consultant shall be entitled to receive payment for that portion of the Basic Services and Additional Services (if any) performed by Consultant in accordance with this Agreement up to the time of the termination notice, plus reimbursement for all Reimbursable Expenses incurred in accordance with this Agreement up to the time of the termination notice.
- b) Consultant shall have the right to terminate this Agreement for cause in the event that (i) Customer becomes insolvent, declares bankruptcy, or should a receiver be appointed for the benefit of Customer's creditors, or (ii) Customer commits a material breach or default of this Agreement, including but not limited to, the failure to pay sums when due to Consultant under this Agreement; or (iii) Customer suspends the Project for more than sixty (60) consecutive calendar days; or (iv) Customer fails to cure such breach or default within ten (10) days following its receipt of written notice of such failure from Consultant. In the event of a termination by Consultant for cause, Consultant shall be entitled to receive payment for that portion of the Basic Services and Additional Services (if any) performed by Consultant in accordance with this Agreement up to the time of the termination notice, plus reimbursement for all Reimbursable Expenses incurred in



accordance with this Agreement up to the time of the termination notice, plus the costs and expenses incurred by Consultant as a result of such termination, including but not limited to, any termination charges by any lower tier consultants, plus a termination fee in the amount of twenty percent (20%) of the then-remaining anticipated compensation to the Consultant under this Agreement for payment of Consultant's anticipated profit on the value of the services not performed due to termination of this Agreement.

#### **CUSTOMER RESPONSIBILITIES AND REPRESENTATIONS.**

Exclusivity – Customer will agree to cease discussions with other contractors, dealers and vendors during this process and agree to not disclose of any plans or pricing to other contractors or vendors.

- c) Customer shall provide information to Consultant in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth Customer's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems, and site requirements.

Customer shall coordinate the services of Client's Other Consultants with those services provided by the Consultant. Upon Consultant's request, the Customer shall furnish copies of the scope of consulting services in the contracts between the Customer and Customer's Other Consultants. Customer shall retain the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish such services as Additional Services, when Consultant requests such services and demonstrates that they are reasonably required to complete the Consultant's scope of services under this Agreement for the Project. Customer shall require that Customer's Other Consultants maintain commercially reasonable types and amounts of insurance, including professional liability insurance.

Customer shall provide prompt written notice to Consultant if Customer becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in any design documents or other Instruments of Service provided by Consultant or any of its lower tier consultants.

Customer acknowledges that Consultant is not the architect or engineer of record for the Project. Consultant is an independent contractor of Customer that will procure and obtain the design documents required by this Agreement from third-party licensed lower tier architects and/or engineering consultants and/or design professionals employed by Consultant. The design documents will be delivered to Customer who will, if Customer plans to continue with the preparation of final construction documents and the construction of the Project pursuant to a Phase II agreement with Consultant, prior to implementation or ultimate use of the design documents, submit the documents to its ultimate architect or engineer of record at the Project site to review and confirm that same comply with the requirements of the Project's local jurisdiction and to incorporate same into the architect or engineer of record's technical submissions for the Project. This Agreement shall not be construed or interpreted in a way which, implicitly or explicitly, imposes any responsibility on Consultant for the delays, acts, errors or omissions of any of the Customer's Other Consultants, including but not limited to any architect or engineer of record. In accordance with applicable law, Customer shall designate a competent individual or entity to act as the architect or engineer of record for the Project site who shall review, approve and stamp the design deliverables provided by Consultant and/or its lower tier consultants. Such individual or entity shall bear the full and final responsibility for any act, error, or omission in such design deliverables following turnover by Consultant. Customer acknowledges and agrees that it may not seek any remedy against Consultant unless and until Customer has exhausted any and all other remedies available to it against the individual or entity it designated to review and approve the design documents provided by the Consultant.

In the event that Customer wishes for Consultant to have final construction documents prepared by its lower tiered consultants and/or to have the modular building(s) fabricated, delivered to and/or installed at the Project site, the Parties shall enter into separate Phase II agreement.

Customer represents to Consultant that it owns the fee simple title to the Project Site; that it possesses full legal right to perform improvements to the Project sites; and that it is an entity duly organized under the laws of its state of incorporation or formation, with full legal power and authority to perform its obligations under this Agreement.

**MISCELLANEOUS.** This Agreement constitutes the entire agreement with regard to the matters set forth herein, and shall supersede and cancel any prior agreements with respect thereto.

Modifications; Successors & Assigns. This Agreement may only be modified in writing signed by the Party sought to be bound by the claimed modification. This Agreement shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns.

- d) Law / Venue / Jurisdiction / Attorney's Fees. This Agreement shall be governed and construed according to the laws of the state in which the Project is located. Exclusive jurisdiction and venue for any and all claims arising hereunder or relating



hereto shall be in the federal and state courts situated in the county in which the Project is located and **EACH PARTY WAIVES ITS RIGHT TO A JURY TRIAL**. If a Party to this Agreement is required to institute legal proceedings to enforce its rights, or the other Party's obligations, in accordance with the provisions of this Agreement, and prevails in such legal proceedings in a binding, non-appealable final judgment, then such prevailing Party shall be entitled to recover its reasonable attorneys' fees and court costs incurred in enforcing such rights and/or obligations, including actions for the recovery of attorneys' fees and cost hereunder.

Severability. In the event any term or provision contained in this Agreement, or any portion hereof, is held invalid, void or unenforceable by any court of competent jurisdiction, the remaining portions of this Agreement shall, nevertheless, be and remain in full force and effect.

Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

No Third Party Beneficiaries. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third-party against either Party.

Assignment. Neither Party shall assign this Agreement in whole or in part, without the written consent of the other Party. Nothing contained herein shall preclude the Consultant from delegating the responsibilities contained herein to Consultant's lower tiered consultants. Nothing contained in this Agreement shall create any contractual relationship between the Customer and any lower tiered consultant.

Conflicts. In the event there is any conflict between the Proposal, any of the Exhibits, and these Terms and Conditions, these Terms and Conditions shall control.

Survival. All matters that relate to the termination or expiration of this Agreement, ownership of documents, indemnification, insurance, and any other rights and obligations of the Parties that may, by their nature, be expected to survive any termination or expiration of this Agreement, shall be deemed to survive the expiration or termination of this Agreement.

Notice. Notices required hereunder shall be in writing and deemed received when delivered in person (with receipt therefor) on the next business day after deposit with a recognized overnight delivery service (i.e., FedEx); or on the fifth (5th) calendar day after being sent by certified mail, return receipt requested, postage prepaid, to the following: (i) with respect to Customer, the individual listed on the first page of this Agreement, and (ii) with respect to Consultant, to the following addresses: 5700 Las Positas Road, Livermore, California 94551, Attn: Operations Manager, with a copy to 1830 W. Airfield Drive, Dallas, Texas 75261, Attn: Legal Department, which addresses may be changed by like notice to the other party hereto duly given as set forth herein. Telephone numbers and email addresses are provided for the convenience only, not for notice.

Individual Liability. Customer's recourse under this Agreement shall be against Consultant, and no individual officers, directors, members, shareholders, employees, or agents of the Consultant or any of its lower tier consultants may be held individually liable with respect to any of the terms, covenants, obligations and conditions of this Agreement.

Delay. A Party is not in breach of this Agreement, nor can it hold the other Party responsible for any cessation, interruption or delay in the performance of its obligations, due to earthquake, flood, fire, storm (including hurricane and tropical storm), natural disaster, war, terrorism, armed conflict, labor strike, unavoidable casualty, serious injury or illness, governmental actions or delays, health epidemic or pandemic, boycott or similar events beyond the reasonable control of the Parties ("Force Majeure"). Consultant shall use commercially reasonable efforts to comply with the estimated timelines set forth in the Proposal, but shall not be responsible for any delays caused by Force Majeure, Customer, any of Customer's Other Consultants, or any other person or entity for whom Customer is responsible.



— THE TOWN OF —  
**DISCOVERY BAY**  
*Live Where You Play*

# Town of Discovery Bay

New Town Office Building

Presented by: Joshua Dean  
[joshua.dean@mobilemodular.com](mailto:joshua.dean@mobilemodular.com)

04.17.2024



# Agenda

## Modular Construction

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- What is Modular Construction?
- Used for variety of final products
- The process of a modular construction project
- Benefits of Modular Construction

## Mobile Modular

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- Who we are
- Industries served
- Why choose us?
- Portfolio of projects (Prior Government Projects)

## Custom Modular Solution for the Town of Discovery Bay

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- Mobile Modular's CMS Division
- Delta Community Presbyterian Church
- Preliminary rendering and design
- Design agreement
- Flexibility
- Future expansion





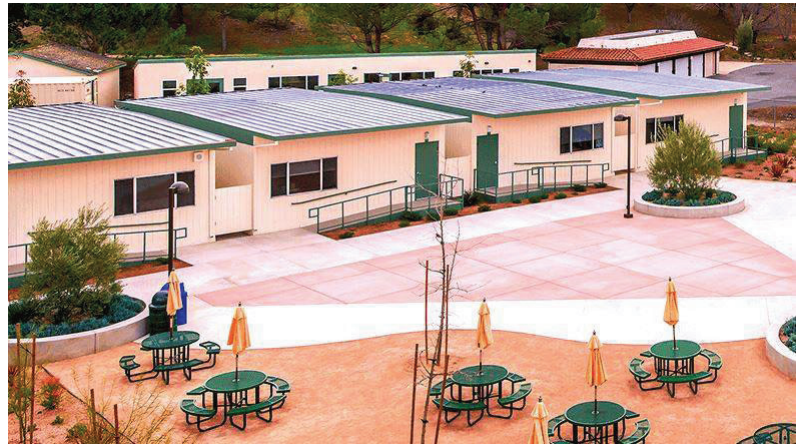
# What is Modular Construction?

- A method of construction by which a building is constructed at a manufacturing facility in shippable sections, delivered to the project site as substantially complete modules, and assembled to create the complete structure as designed.
- The same building codes apply, and the same construction materials are used as a building constructed on site using conventional construction.





**“Modular” as a term is typically thought of as a particular product:**



**But in fact, it is a process that can be used to provide a variety of final products:**





## The Process



Modular consultant works with client/architect to understand project scope, client's needs, capabilities, budget, along with short/long-term project demands.



Modular consultant and manufacturer(s) get involved during the design/development phase to provide input on providing modular efficiency to the project. The earlier the consultant and factory engage with the design team, the better the outcome. Designs can focus on modular friendly layouts that reduce schedule and budgets.



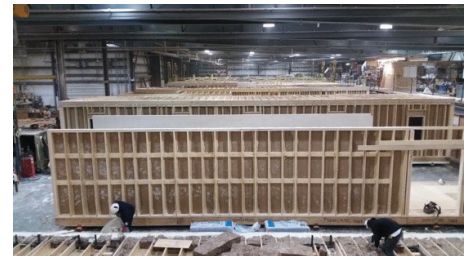
The architect leads the client through the design effort while the modular team ensures the project is designed in a modular friendly fashion. Modular engineering and building design take place in a dual effort to accelerate the schedule. Plans are typically sent to the State (handled by manufacturer) for review/modular approval and to the local Municipality (handled by AOR) for local site plan approval.



After plans are approved, the factory begins ordering materials and building the modules, while the GC begins site work and creating the appropriate foundation. The modular manufacturing team will produce the Construction Drawings (Shop Drawings). The AOR and manufacturer coordinate closely via the modular consultant.



Modules are set and finished on site, exterior and interior work to be completed by the GC and site subcontractors. Work done in factory and on site can vary based on each project.





## The Process

### MODULAR CONSTRUCTION SCHEDULE



### SITE BUILT CONSTRUCTION SCHEDULE





## The Process: Manufacturing





## The Process: Foundation Design Options



Standard Block Set: This system allows rapid installation with lower costs. Auger anchors (or similar) are used to anchor the building.



Poured Piers: This system requires added labor and expenses. However, it is required in certain jurisdictions. The structure is welded to imbedded plates.





## The Process: Foundation Design Options



Wood Panel Support System



Concrete Wall Support System





## The Process: Foundation Design Options



Pit Set with Pier Support System: A pit set allows the threshold of the building to be at grade while space is maintained below the building to run utilities.



## The Process: Foundation Design Options



Crawlspace: Typically utilities would be run below the buildings.



Full Height Support Structure using a steel foundation on concrete piers.

Structural steel Foundation support system



## The Process: Delivery

Delivery of modules are traditionally brought on site by a flat bed truck or have built-in wheels and axles. Logistics often include having to deliver modules by boat.



Traditional Flatbed Delivery



Freight delivery: These buildings don't have running gear. They were designed to stack so they could be loaded on a ship. Once they arrived on island it was 40 miles to the nearest road; modules were air lifted onto the site.





# The Process: Installation





## The Process: Installation





## The Process: Completion of Exterior Finishes



Once the modules are set on the foundation, Mobile Modular will secure the building to the foundation, complete the weather wrap process and complete the roof systems.

Exterior finishes are then applied to the modules. Various exterior finish applications can be utilized, just as with traditional site-built methods.



## The Process: Completion of Exterior Finishes





## The Process: Completion of Interior Systems and Finishes

- Electrical crossover connections
- Completion of HVAC systems
- Completion and connection of fire sprinkler system
- Installation of fire alarm and other low voltage systems
- Interior wall texture and paint
- Completion of Acoustical Ceilings Tiles (ACT), which allow access to, but conceal the MEP
- Flooring





## Benefits of Modular Construction

### Speed

- Concurrent factory construction and site preparation
- Faster building approval process through the state
- Reduced weather-related delays with construction under roofed environment
- Replicable system and processes

### High Efficiency

- Resource efficiencies – less waste due to factory environment
- QA / QC program and frequent inspections provide immediate feedback





## Benefits of Modular Construction

### Flexibility

- Process accommodates the specific needs of each project, owner, and architect
- Able to create customized solutions to meet construction goals, incorporating owner's specifications
- Design: match or blend with aesthetics of existing buildings
- Materials: use factory standard materials or provide materials architect/owner has selected
- The best of both worlds: modular buildings can be intermixed with site construction and complex architectural details

### Longevity

- Same construction materials as site-built construction, installed on concrete foundation provides at least the same life expectancy as a site-built structure with 50+ years expected lifespan
- Perimeter stem-wall foundations allow accessible space to maintain building utilities over the years





# Benefits of Modular Construction

## Economy

- Reduced upfront costs with pre-approved factory structural designs
- Buy and build at current market rate avoiding the high cost of prevailing wage rates on site

## Control

- Design, procurement, construction, management, delivery, erection, supervision, completion, punchlist, and warranty all under one roof
- Accountability for total project through one point of contact
- Deliver and install in a short time frame, when the weather is good. Reduce the time of construction exposed to the elements or security risks



MOBILE MODULAR

## WHO WE ARE

Mobile Modular is one of the largest modular solutions providers in the United States. **Mobile Modular** provides prefabricated customizable modular buildings, mobile office trailers, portable classrooms, portable sales office buildings, prefab restrooms, blast resistant moduls, kitchen solutions and more for rent and sale. With more than 40 years of experience, Mobile Modular serves the education, construction, healthcare, government, commercial, retail, hospitality, kitchen, industrial and petrochemical markets with reliable, flexible space solutions.



MOBILE MODULAR

## National Memberships & Affiliations

Sourcewell 

Awarded Contract

Contract # 120822-MMR





## INDUSTRIES SERVED

- Construction
- Education
- Government
- Industrial
- Manufacturing
- Medical
- Retail
- Food Service
- Hospitality





## FEDERAL CLIENTS

- National Aeronautics and Space Administration
- Department of Homeland Security
- General Services Administration
- Department of Veteran Affairs
- Defense Intelligence Agency
- Department of the Air Force
- Department of the Army
- Department of the Navy
- Department of Defense
- National Parks Services
- US Coast Guard
- US Marine Corps
- Forest Service



Awarded Contract

Contract # 120822-MMR

### CONTRACT INFORMATION

Duns: 096226253  
Cage Code: 0PJ96  
UEI : LVDDZJ5UBDS4  
Size: Large  
GSA Schedule 56 Contract # GS-07F-0401X

NAICS Codes:  
332311-Prefabricated Metal Buildings  
321992-Prefabricated Wood Buildings  
531120-Lessors of Non-res. Buildings  
531190-Lessors of Other Real Prop.  
532120-Truck, Util. Trailer & RV Rental  
332439-Other Metal Container Mfg.

PSC Codes:  
5410-Prefabricated & Portable Bldgs.  
5450-Misc. Prefabricated Structures  
N054-Install of Prefab Structures  
X111-Lease-Rent of Office Buildings  
X199-Lease-Rent of Misc. Buildings



## WHY CHOOSE US?



### RESPONSIVENESS

Our local branch teams are committed to responding quickly to RFQs, service requests and any other support you might need.



### EXPERTISE

Our team of specialists have a long history of expertise and an extensive knowledge of the industry.



### PRODUCT QUALITY

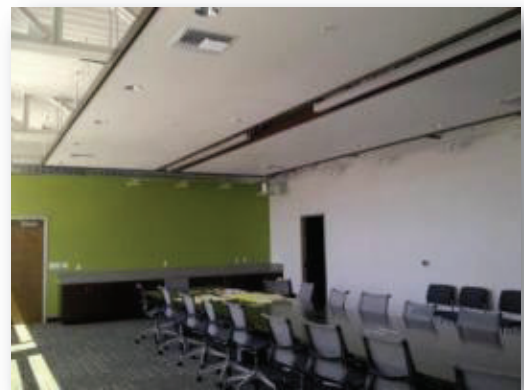
We stand behind every product we deliver. Our products are built by our expert technicians on-site to ensure you have the highest quality building.







## Modular Government Projects



Long Beach Gas & Oil – 16,000 sf Admin Bldg.





## Modular Government Projects



U.S. Bureau of Reclamation  
Klamath Falls, OR  
56 Offices, 15080SF



Modular  
Government  
Projects

City of Los Angeles  
Hilda Solis Care First Village Homeless  
Housing

60,000SF  
232-bed housing complex



# Modular Government Projects

See many more at  
<https://www.mobilemodular.com/resources/case-studies>



MOBILE MODULAR

## Custom Modular Solutions

**Your unique project is our quality solution.**

Mobile Modular is a nationwide custom modular solutions provider. Our experts will partner with you every step of the way, from design to engineering to installation. We ensure your building is installed on time and within your budget. Our custom modular solutions are ideal for a wide range of applications and uses.



## Custom Solutions for All Major Industries



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## Types of Custom Modular Solutions

- Classrooms
- Dormitories
- Administrative Space
- Courtrooms
- Government Offices
- Restrooms
- Medical Clinics
- Cafeterias
- And more!



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## Capabilities of Custom Modular Solutions

- Design Build
- Turnkey Services
- Sustainable Design
- Construction Management
- Foundation Design and Installation
- Utility Design and Installation
- Platforms, Ramps, Sidewalks
- Steps and Canopies
- Site Development
- Multiple Stories
- Customizable
- High-End Exterior and Interior Finishes





MOBILE MODULAR

## SITE RELATED SERVICES

ONE VENDOR. MULTIPLE SOLUTIONS.

### SITE RELATED SERVICES INCLUDE:

- Site Planning
- Permits
- Project Scheduling
- Clearing & Grading
- Drainage
- Electrical, Plumbing and Utility Installation
- Foundation Design and Installation
- Steps & Ramps
- Sidewalks & Paving
- Landscaping
- And more!



**Delta Community  
Presbyterian Church**

1900 Willow Lake Rd.

**Foundations**



  
**Delta Community  
Presbyterian Church**  
1900 Willow Lake Rd.



**Delivery and Install**

---

Delta Community  
Presbyterian Church

1900 Willow Lake Rd.

Roof Truss Installation

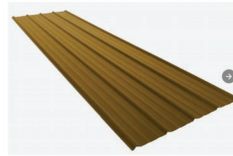
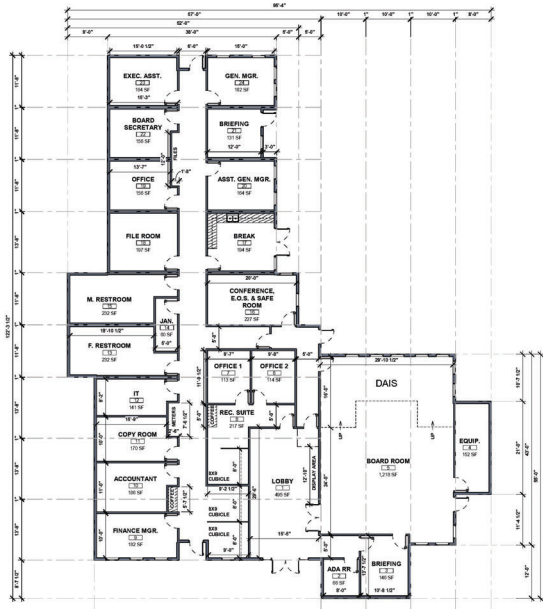


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# Town of Discovery Bay Offices

Presentation Design

3D RENDERING DEPICTS APPROXIMATE LOOK OF FINISHES. FINAL SELECTIONS MAY VARY.



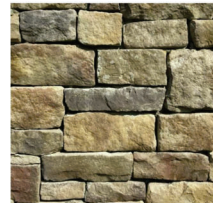
COPPER COLOR METAL ROOF



MAIN SIDING  
HARDIE PANEL TEXTURED (SAND)



ACCENT SIDING  
VERTICAL METAL (RED)



ACCENT SIDING  
STONE VENEER

	<b>MOBILE MODULAR</b> CUSTOM MODULAR SOLUTIONS 244.375.0004 WWW.MOBILEMODULAR.COM	SHEET NO. 1 OF 2 DATE: 11/11/2024 PROJECT: TOWN OF DISCOVERY BAY OFFICES	THIS PRELIMINARY FLOOR PLAN IS FOR PRESENTATION PURPOSES ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION. ALL DIMENSIONS AND ROOM NAMES ARE APPROXIMATE.
	PRELIMINARY FLOORPLAN		

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# Town of Discovery Bay Offices

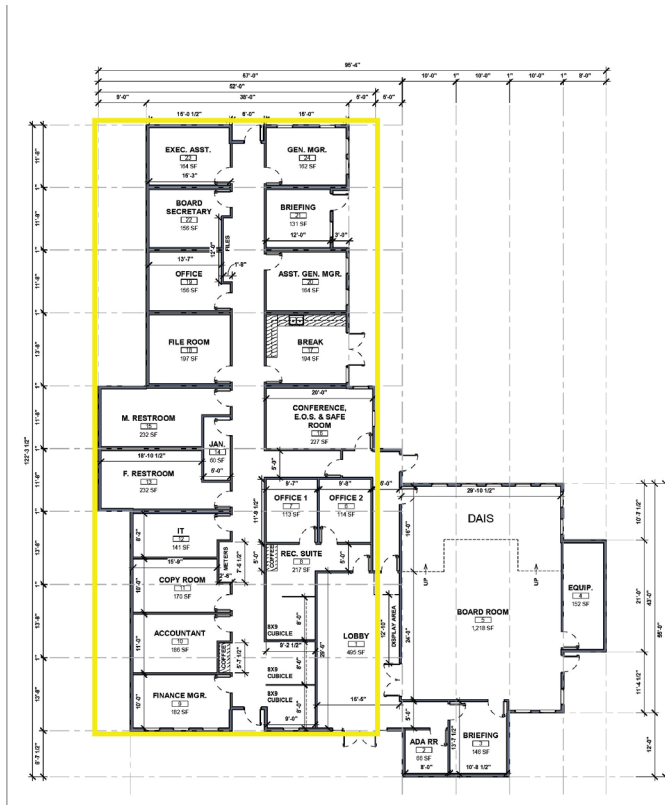
Preliminary Placement on Site



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# Town of Discovery Bay Offices

Possible Phasing for future development





**Town of Discovery Bay – New Town Modular Office Building - Project Synopsis**

**Project Goal:**

To Provide a cost-effective, Turnkey Modular Solution, to include: Architectural/Engineering/Modular design services, 100% Construction Drawings, Site preparation, Parking lot development, Permitting, Utility connection, landscaping, hardscapes, Trellis/Awnings, life safety systems, and Modular Building Delivery and installation to include exterior and interior finishing, and furniture if required. Our goal is to provide a complete modular solution to fit your need. All designs to be generated with ADA and Title-24 compliant considerations.

**Sequence of Events (Tentative & Non-Exhaustive)**

- Design Contract Execution
- Design & Pre-Construction Phase (100% CDs)
  - Evaluation + Planning + Municipality research + AHJ review
  - Modular Building + Component Design
  - Full Site (A/E)
  - Land Use Application
  - Security Fencing & Sound Wall (if required)
  - Life Safety
  - MEP design
  - Low Voltage design
  - Foundation
  - Landscaping + Irrigation Design
  - Permitting
- Site Development + Prep
  - Mobilization
  - General Site Prep & Layout
    - Construction entrance
    - Tree protection
    - Fencing as required
    - Dust Protection
    - Place Dumpsters and Construction equipment
  - Pre-Con Meetings + Site Safety + Site Supervision
  - Demolition
  - Clearing and Grubbing
  - Contour grading
  - Retention / Detention installation
  - Utility lateral routing
  - Rough Grading

# Town of Discovery Bay Offices

## Project Process Synopsis



- Modular Foundation installation "Pit" Style
  - Footings
  - Stem Wall
  - Access points
  - Ventilation
  - Moisture Protection
  - Rust Prevention
- Modular Delivery and installation (some items are subject to power & water added to building)
  - Modular Fabrication
  - Freight units to site & Stage
  - Crano install units onto "pit" style foundation
    - Buildings installed at grade level
    - Weld units onto foundation
  - Fit and Finish Buildings
    - Install Exterior Siding
    - Install complete roofing system
    - Install Signage
    - Deliver furniture
  - MEP crossovers and connections
- Site Finishing + Additional Modular Finishing
  - MEP Utility Connections & Final Install
    - Includes backfill and grading
  - Low Voltage / Data – Comm Installation
  - Life Safety systems Installation
  - Paint Modular interior walls
  - Install Modular flooring
  - Install Modular ceiling
  - Parking Lot Installation
  - Hardscape Installation
  - Finish Grading
  - Trellis / canopy installation
  - Gutter installation
  - Landscaping
  - Fencing and sound wall installation as required
- Substantial Completion
  - Punch list and repair
  - Final Cleaning
  - Close out process & Documentation



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# THANK YOU

For more information, please call, text, or email.

*Joshua Dean*

Business Development Manager

Custom Modular Solutions

951-378-6942

[joshua.dean@mobilemodular.com](mailto:joshua.dean@mobilemodular.com)

Or visit [mobilemodular.com](https://mobilemodular.com)



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:  
G3**

**Agenda Title:** Discussion and Possible Action Regarding Approval of Resolution No. 2024-06 Related to the November 5, 2024 Election for the Board of Directors.

**Meeting Date:** June 5, 2024

**Prepared By:** Dina Breitstein, General Manager

**Submitted By:** Dina Breitstein, General Manager

---

**RECOMMENDED ACTION:**

Approve draft Resolution No. 2024-06 ordering the Board of Directors elections on November 5, 2024 and direct the General Manager to provide these documents to the Contra Costa County Clerk/Recorder-Elections Department by July 3, 2024

---

**EXECUTIVE SUMMARY:**

The Town of Discovery Bay Community Services District Board is comprised of five elected seats, two of which expire on December 1, 2024. Board President Michael Callahan and Vice-President Carolyn Graham occupy four-year terms that expire this year. The election for these seats will be held on November 5, 2024. The District is required to adopt a resolution that orders the election and specifies that the election be consolidated and whether the candidates or the district will pay for the candidate statements. As in previous District elections, the draft resolution specifies that candidates will pay for their statements. A 250-word limit is identified along with an estimated statement cost of \$357.00. Word limits may be higher if approved by the District and included in the Resolution. Word limits over 250 may have double the cost. The 250-word limit is the standard provided by the County Office of Elections. The Board may decide to have the District pay for the candidate statement. The Resolution as approved will be forwarded to the County Elections Department by July 3, 2024.

---

**FISCAL IMPACT:**

250 word statement for total cost of \$357.000 per candidate.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

---

**ATTACHMENTS:**

1. Resolution 2024-06.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ORDERING SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District.

NOW, THEREFORE, IT IS RESOLVED AND ORDERED that an election be held within the territory included in this district on the 5th day of November, 2024, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

**SPECIFICATIONS OF THE ELECTION ORDER**

1. The Election shall be held on Tuesday, the 5th day of November 2024. The purpose of the election is to choose members of the Board of Directors for the following seats:

<b>Town of Discovery Bay</b>	<b>Term of Office</b>
Board of Director	12/6/2024 to 12/6/2028
Board of Director	12/6/2024 to 12/6/2028

2. The District has determined that the Candidate will pay for the Candidate's Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby estimates the cost for a candidate statement as the following: \$357.00.
3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director \_\_\_\_\_

Seconded by Director \_\_\_\_\_ at a Regular Board Meeting on this day of 5th of June, 2024, by the following vote:

PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> OF June, 2024

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Dina Breitstein  
 DISTRICT SECRETARY  
 Town of Discovery Bay CSD



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**AGENDA ITEM:  
G4**

**Agenda Title:** Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

**Meeting Date:** June 5, 2024

**Prepared By:** Margaret Moggia, Finance Manager

**Submitted By:** Dina Breitstein, General Manager

### RECOMMENDED ACTION:

Set the Public Hearing for June 19, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2024-2025 Operating and Capital Budget through Resolution No. 2024-08.

### EXECUTIVE SUMMARY:

At the [Board of Director’s Special budget Workshop Meeting](#) on May 16, 2024, the Board of Directors were presented with the preliminary Fiscal Year 2024-25 budget to review and provide input to staff regarding the Town of Discovery Bay’s revenue and spending plans for the coming Fiscal Year. Staff outlined the key drivers including in this year’s budget including incorporating water and wastewater rates into Fiscal Year 2024-2025 budget, develop five- year capital budget for each fund and identify funding source, achieve minimum required debt coverage for water and wastewater funds, and budget sufficient funds to support each fund’s operating activities and set aside funds into revolving accounts.

In addition, staff shared the budget considerations in developing this year’s budget with a future focus of understanding the impact of today’s decision on future year’s budgets. Based on acting on those planned responses, staff will be developing a long-term financial forecast to help understand the overall financial picture for each fund. Those budget considerations include the following:

Budget challenge	Planned Response
Understand impact of future rate increases to ensure fiscal and operational sustainability with the potential impact of the 2024 ballot initiative	Monitor timing of 2024-2025 rate study
Increasing operational and capital expenditures	Review historical cost trends
Availability of funding source for necessary capital projects	Evaluation of project timing and costs
Use of reserves and declining debt coverage	Evaluate financial policies to respond to changing financial landscape

To highlight the operating impact of each fund, the table below shows the fiscal year 2024-2025.

Fund	Revenues	Expenses	Net Revenues
Fund 10	\$81,400	\$71,400	\$10,000
Fund 20	\$5,580,000	\$5,445,019	\$134,982
Fund 21	\$7,028,500	\$6,281,416	\$747,084
Fund 40	\$1,136,451	\$1,134,688	\$1,764
Fund 41	\$197,999	\$180,710	\$17,289
Fund 50	\$2,339,820	\$2,339,820	\$0
Fund 60	\$20,000	\$0	\$20,000

- Fund 10 represents the Special District Administration for the support the District provides to certain Contra Costa County zones landscaping and lighting efforts. The costs are fully reimbursed by the County. Minor receipts are received for miscellaneous rebates and may be transferred to other district operations.
- Fund 20 represents the operating and maintenance expenditures for the water system whose revenues are determined by a multi-year rate study.
- Fund 21 represents the operating and maintenance expenditures for the wastewater system whose revenues are determined by a multi-year rate study.
- Fund 40 represents the operating and maintenance expenditures for the area designated as Zone 8. Revenues to support these functions are derived from the Ad Valorem tax and community center program fees.
- Fund 41 represents the operating and maintenance expenditures for the area designated as Zone 8. Revenues to support these functions are derived from annual assessment documented through an engineer's report and assessment rate approved by the Board of Directors.
- Fund 50 represents the activity of the public financing authority established to issue and track construction proceeds and to pay the annual debt service.
- Fund 60 represents an account previously used for the community center.

For the capital improvement plan budget, highlighted below are the anticipated capital expenditures over the next year.

Fund	Project Costs	2022 Debt	Future Debt	PAYGO/Reserves
20 – Water	\$8,585,696	\$4,953,044	\$860,081	\$2,772,571
21 – Wastewater	\$2,931,260	-	-	\$2,931,260
40 – Zone 8	\$1,110,000			\$1,110,000
41 – Zone 9	\$250,000	-	-	\$250,000
<b>Total CIP</b>	<b>\$12,876,956</b>	<b>\$4,953,044</b>	<b>\$860,081</b>	<b>\$7,063,831</b>

Since the budget workshop held on May 16, 2024, staff received updates on the estimated revenues for Zone 8 Ad Valorem and Zone 9 Assessment revenues. No other changes were received or made.

At the Board meeting on June 19, 2024, staff recommends that the Board President opens the public hearing on Resolution 2024-08 Fiscal Year 2024-2025 Operating and Capital Improvement Budgets, accept any public comments, close the public hearing, and adopt Resolution 2024-08.

---

**FISCAL IMPACT:**

The Net Revenues of each fund support the capital improvement program budget.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

May 16, 2024 – Special Board Meeting – Budget Workshop

---

**ATTACHMENTS:**

1. Proposed Fiscal Year 2024-2025 Budget.
2. Draft Resolution 2024-08.
3. Notice of Public Hearing.



# FISCAL YEAR 2024-2025 OPERATING BUDGET



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

1800 WILLOW LAKE ROAD, DISCOVERY BAY, CA 94505

[TODB.CA.GOV](http://TODB.CA.GOV)





— THE TOWN OF —  
**DISCOVERY BAY**  
*Live Where You Play*

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# Section 1: General Manager's Message

DRAFT



# TOWN OF DISCOVERY BAY

LF Platinum-Level of Governance



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

## GENERAL MANAGER'S MESSAGE

June 19, 2024

Dear Board of Directors,

I am honored to submit to the Town of Discovery Bay Community Services District operating and capital budget for the fiscal period July 1, 2024, through June 30, 2025. The annual budget is a planning tool utilized by staff and the Board to track revenues and expenditures by fund over the respective forecast period.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each manager was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year. There has been no change in funds or programming. Two additional staff positions are included in the budget to ensure the service level is kept at a high level. In addition, there have been some promotions of staff that reflect their dedication to the District.

Over the past year, the District has responded to the opportunities to display the vital work that the District can achieve with its small and very capable staff. We continue to operate the water and wastewater facilities to ensure this essential service meets water quality standards and service delivery to our residents and businesses. Key capital projects have been completed like the denitrification at the wastewater project, and the Willow Lake filter project. Within the parks and recreation arena, the District completed the Clipper Drive revitalization project, the Cornell Park enhancement through Prop 68 grant funding and the patio project at the Community Center.

For the upcoming year, the District continues its pursuit to deliver focused projects and cost-effective business practices. Over the past five years, the District has seen an increase in its operating costs from rising energy rates to the impact on operations from regulatory requirements to the increase from contract operations and staffing costs.

For water and wastewater, this means we are actively pursuing cost saving measures on rising energy costs and proactively addressing maintenance or rehabilitation of the District's infrastructure to ensure the delivery of services. During the past year, the board and public have requested more attention be given to landscape of the District's parks and streetscape. In response, staff have recently begun evaluating the various needs and requested additional staff to oversee the timely maintenance of the landscape projects. For the community center, staff had been reenergized since the pandemic actively pursuing facility upgrades and identifying new programming to engage the residents.

In addition to operational challenges, the District staff is evaluating the long-term fiscal impact of the necessary infrastructure investment to ensure the delivery of its assorted services. This requires the District to better understand its past investments to inform future activities. From condition assessments to reviewing financial records, staff will be evaluating its anticipated future costs, the funding source (revolving funds to debt) and use this information to guide in the development for a financial model and review of the reserve policy.

For the water and wastewater funds, the upcoming rate study will help inform the District of the necessary revenue requirement to establish the rates and charges for the next five years. The District had been pursuing to bring the rate study in this fiscal year but has deferred the study for additional fact gathering. The current rate study does go through Fiscal Year 2024-2025, so the District can present this information into this budget. The District opted to also defer the study until the known outcome of the external challenge to Prop 218 and 26. This is especially important as the District has a vital mainline pipeline replacement to complete over the next few years and debt will be required to finance this project. Most of the other District's projects can be funded through reserves although the rate study may reflect some additional needs based on the timing of these projects and to maintain adequate cash levels.

For the landscape and lighting zones, the District is monitoring the use of reserves to make investments that improve the value and visibility of these assets. However, the District is exploring options for new funding sources to ensure operations and adequate cash levels continue to be made available in the future.

The most significant external challenge the District is monitoring is the November 2024 ballot initiative, Taxpayer Protection and Government Accountability Act, sponsored by the California Business Roundtable (CBRT). The CBRT measure would significantly restrict the ability of cities to raise taxes and fees, including retroactively. Taxes or fees passed since Jan. 1, 2022, must abide by the measure's rules. The measure would also create new opportunities to challenge local revenue measures. More information regarding the ballot initiative can be found at the California Special District Association's [website](#).

While the District has seen some increases in operating costs, the more notable impact is the anticipated five-year spending on capital investment. These projects for water and wastewater are essential, and the parks and recreation costs are needed to deliver a safe environment for the community to enjoy.

Overall, the District has seen an increase of approximately \$1 Million in operating budgets across all funds from the prior year for revenues and expenses, respectively. Total Fiscal Year 2024-2025 revenues represent approximately \$14 million (without funds transfer for debt service) and Fiscal Year 2024-2025 operating expenses represent approximately \$13 Million. The capital investment for Fiscal Year 2024-2025 represents another \$13 Million (approximately) for water, wastewater, and the lighting and landscaping funds. The source of funding will vary by fund, but most of the funding will come from the individual funds District reserves, and approximately \$5 Million from the 2022 Revenue Bonds construction proceeds to complete Well 8 for the Water fund.

Thank you to the Board for your vision and staff for your execution to deliver on all aspects of the community services district.

Respectfully submitted,

Dina Breitstein, General Manager



## Section 2: About the Town of Discovery Bay CSD

# ABOUT TOWN OF DISCOVERY BAY CSD

## The Town of Discovery Bay Community Service District (CSD)

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles (about 1931.21 km) of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, and two (2) shopping centers. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes and Country Club homes on an 18-hole championship golf course. There are four (4) gated communities, Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District (District) service area is approximately 4.44 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or "CSD." In unincorporated areas such as Discovery Bay, basic services like water, sewer, law enforcement and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no straightforward way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

### District Awards

The Town has earned the following awards and recognition:

- District of Distinction
- District Transparency Certificate of Excellence
- Special District Governance Platinum-Level through *Special District Leadership Foundation (SDLF)*.
- 2020 SDRMA Safety Award Recipient

More information about the Town of Discovery Bay CSD can be found at [todb.ca.gov](http://todb.ca.gov)

The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the District the responsibility of providing the following special services to the residents of Discovery Bay:

General Information	
Agency Type	Community Services District
Principal Act	Community Services District Laws, Government Code Section 61000 et seq. and SB 135, Community Services District Law
Date Formed	1998
Services	sewage collection, treatment, and disposal, water, parks and park maintenance, landscaping, and recreation.
Service Area	
Location	Unincorporated community of Discovery Bay
Square Miles/Acres	4.44 square miles/2,844 acres
Land Uses	Residential with some commercial and irrigation uses
Water Connections	6,157 service connections (residential, commercial, irrigation ), 126 commercial/industrial customers
Population Served	18,020 (Contra Costa County GIS Data) – approximate

## Water Services

The District owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and can produce seven million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.2 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.2 million gallons per day; however, the water production capacity is 6.6 million gallons per day.

## Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through Wastewater Treatment Plant (WWTP) 2 located south of Highway 4 at the Town’s eastern boundary. Its capacity is 4 million gallons per day.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants can produce an average of 1.5 million gallons of wastewater per day.



The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

Under a multi-year agreement with the District, the water and wastewater facilities are operated and maintained by Veolia North America.

## Parks and Landscaping Services

The District maintains all the public parks and landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the District, with the remaining three (3) owned by Contra Costa County and maintained under contract by the District. The five Landscaping & Lighting zones are:

### Discovery Bay Landscape & Lighting

#### Zone #8

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the Discovery Bay entrance from Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

#### Zone #9 (Ravenswood)

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

### Contra Costa County Landscape & Lighting

#### Zone #35

Zone 35 is owned and budgeted by Contra Costa County but is maintained by the Town of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also two pedestrian bridges along the path.

#### Zone #57

Zone 57 is owned and budgeted by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

## Zone #61

Zone 61 is owned and budgeted by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a sizable portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a part of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

## Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Community Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate, and enrich the lives of people within Discovery Bay, and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

## District Form of Government

The District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day-to-day operations of the District who has oversight of district operations and staff of approximately 23 full-time staff and seasonal staff.

# TODB Board of Directors



President	Vice-President	Director	Director	Director
				
Michael Callahan	Carolyn Graham	Kevin Graves	Bryon Gutow	Ashley Porter
Term of Office: 12/2020 to 12/2024	Term of Office: 12/2020 to 12/2024	Term of Office: 12/2022 to 12/2026	Term of Office: 12/2022 to 12/2026	Term of Office: 12/2022 to 12/2026
Internal Operations Vice-Chair Parks & Recreation Chair	Communications Vice-Chair Finance Chair	Internal Operations Chair Water & Wastewater Chair	Parks & Recreation Vice-Chair Communications Chair	Finance Vice-Chair Water & Wastewater Vice-Chair

The District’s Board of Directors is guided by the mission, vision, and goals to meet this community’s demands and directs our resources purposefully.

**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 reset policy and make decisions based on what is in the best interest of the entire community.
- Recognize pioneers of the community.
- Champion diversity and inclusion.

**Values:**  
**Innovation • Accountability • Respect**  
**Integrity • Professionalism**

On an annual basis, the Board of Directors will review its accomplishments and plan for the next fiscal year. This ensures that we have sufficiently planned for the immediate year and for the future years to provide and sustain services that are under the District’s purview.

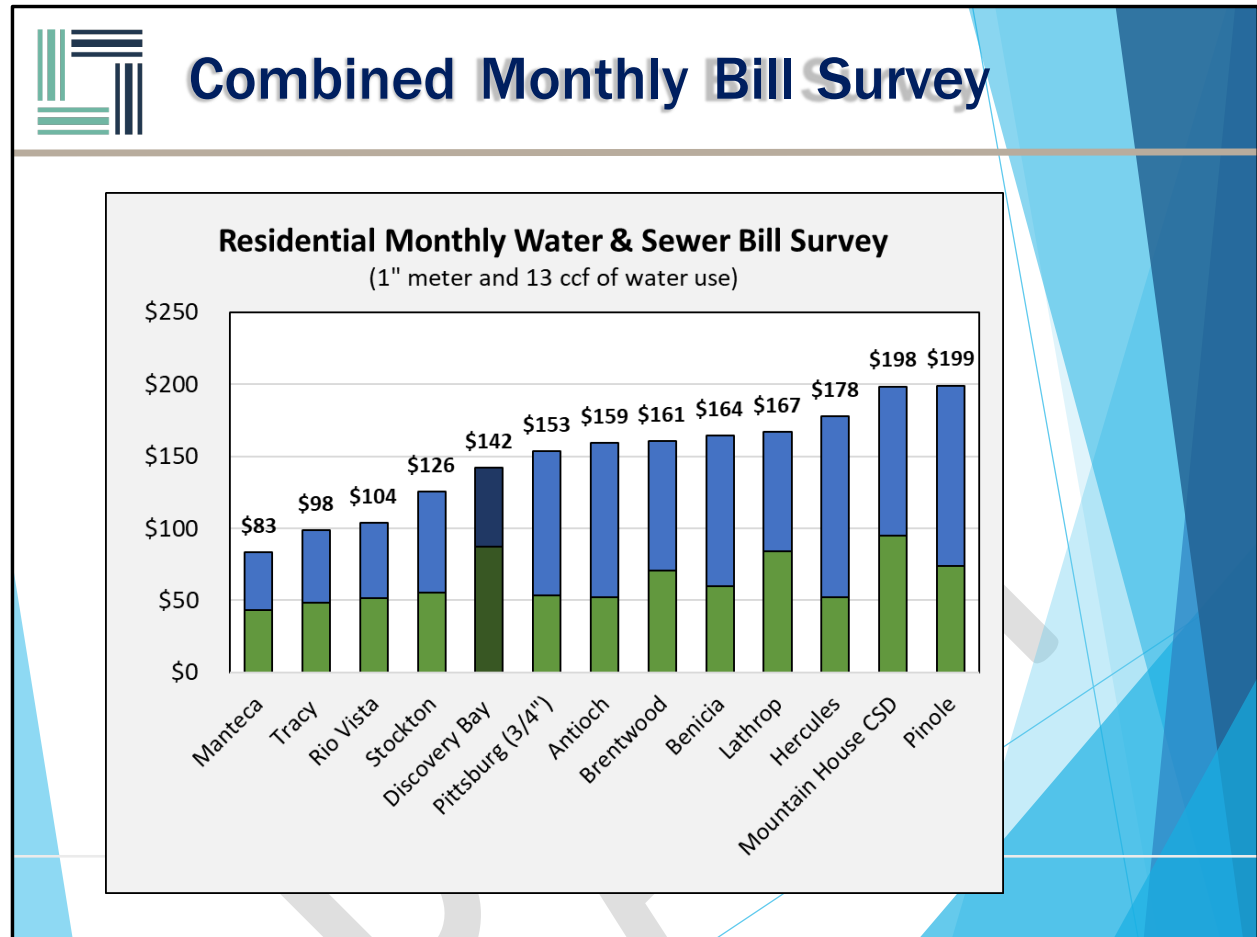
## Demographics

To best meet the demands of the District’s water and wastewater customers, an understanding of the customer types provides the District meaningful information.

### Water and Wastewater Operations

Meters Count by Type		Meter Sizes	
Commercial	52	¾ inch	1,709
Irrigation	87	1 inch	4,348
Residential	<u>6,053</u>	1 ½ inch	32
Total	6,152	>2 inch	63

## Comparison to Local Jurisdictions



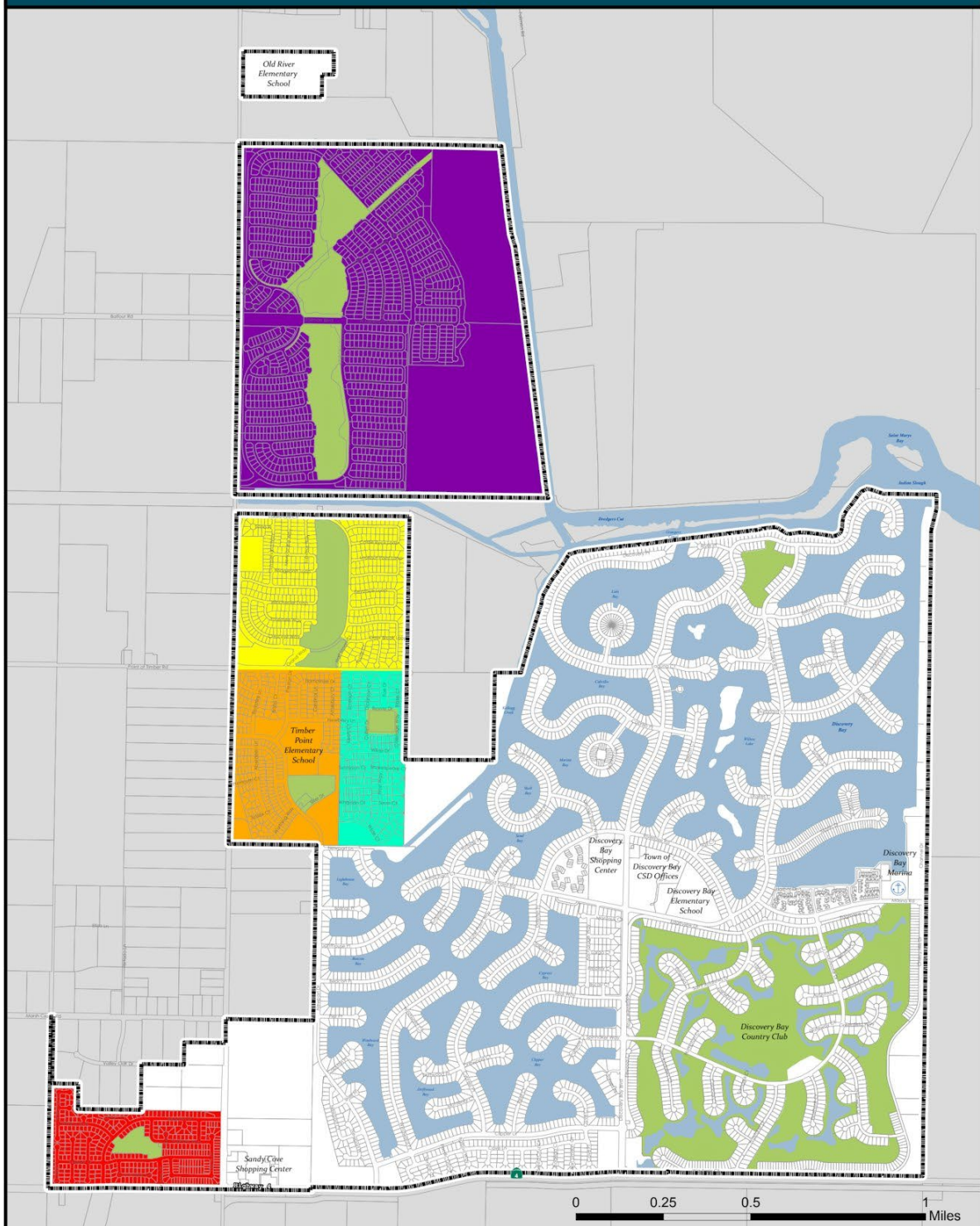
## Parks and Recreation Programs

Overall Usage of District facilities - 1,422 classes and reservations representing nearly 3,600 hours during the last calendar year.

- The usage includes various activities like fitness classes, baseball games, tennis matches, and swimming lessons.
- The activities take place at various locations within the facility, including the swimming pool, multi-purpose area, arts area, and tennis courts.
- Some activities are recurring, such as Zumba classes and stroke & turn clinics.
- The schedule also includes meetings and events organized by different committees and organizations.



# Discovery Bay Neighborhoods



### Subdivision Name

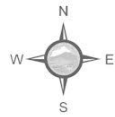
- Centex
- Discovery Bay West Village 1
- Lakeshore

- Ravenswood
- The Lakes at Discovery Bay

### Discovery Bay CSD Referral Area

- Parks

Map prepared by the City of Discovery Bay, California. All rights reserved. This map is for informational purposes only and does not constitute an offer of insurance or any other financial product. Please contact your agent for more information.





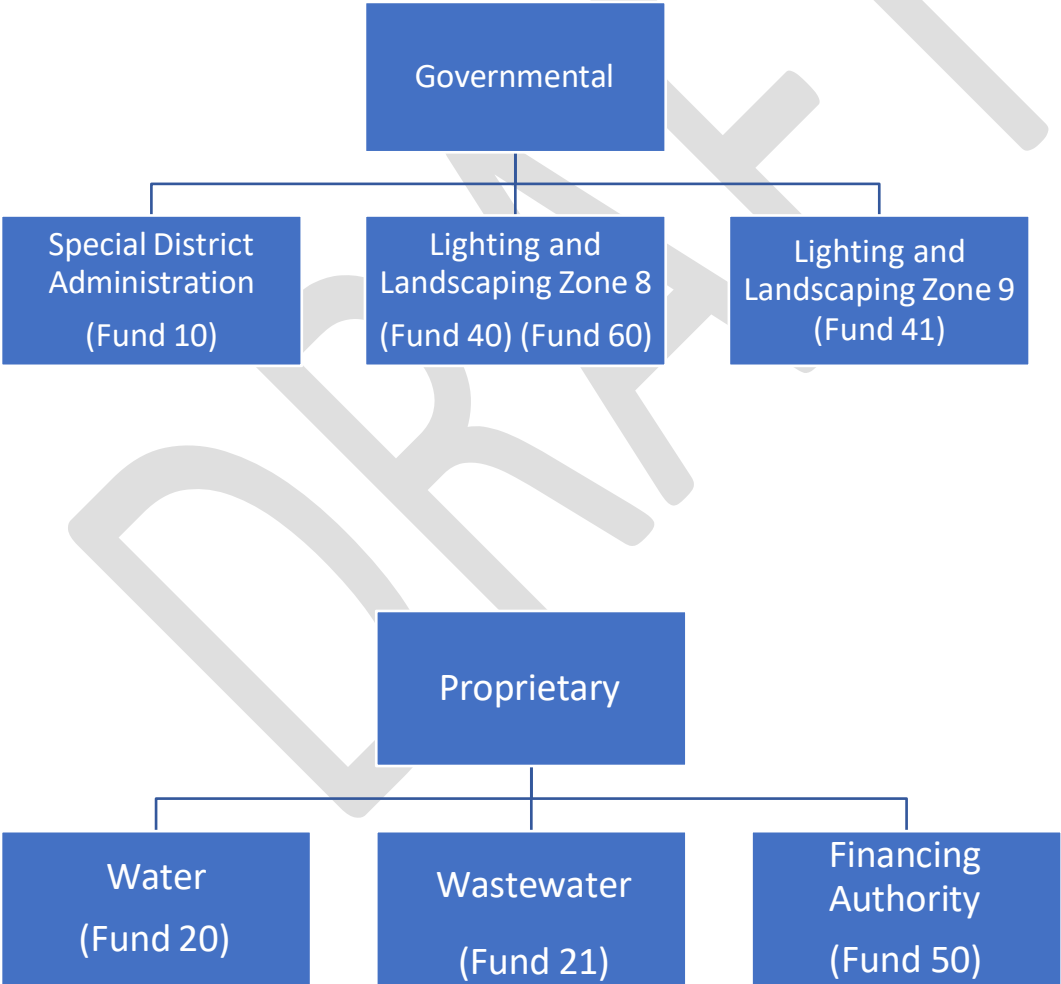
## Section 3: FINANCIAL OVERVIEW AND SUMMARY

DRAFT

# FINANCIAL OVERVIEW AND SUMMARY

Each fiscal year, the District prepares a budget based on the priorities and goals set forth by the Board of Directors. When preparing the budget, staff considers several factors including the source of revenues, staffing, program expenses, and capital expenditures. All these factors are considered in developing the annual budget, but it also extends to future years to ensure that the Board can adequately plan programming, understand rate implications, and ensure that it maintains its capital infrastructure.

The activity of the District is managed through fund accounting which allows the District separately to maintain the funding for its governmental funds (landscape, parks, and recreation) from its proprietary funds (water and wastewater).



# FINANCIAL HIGHLIGHTS

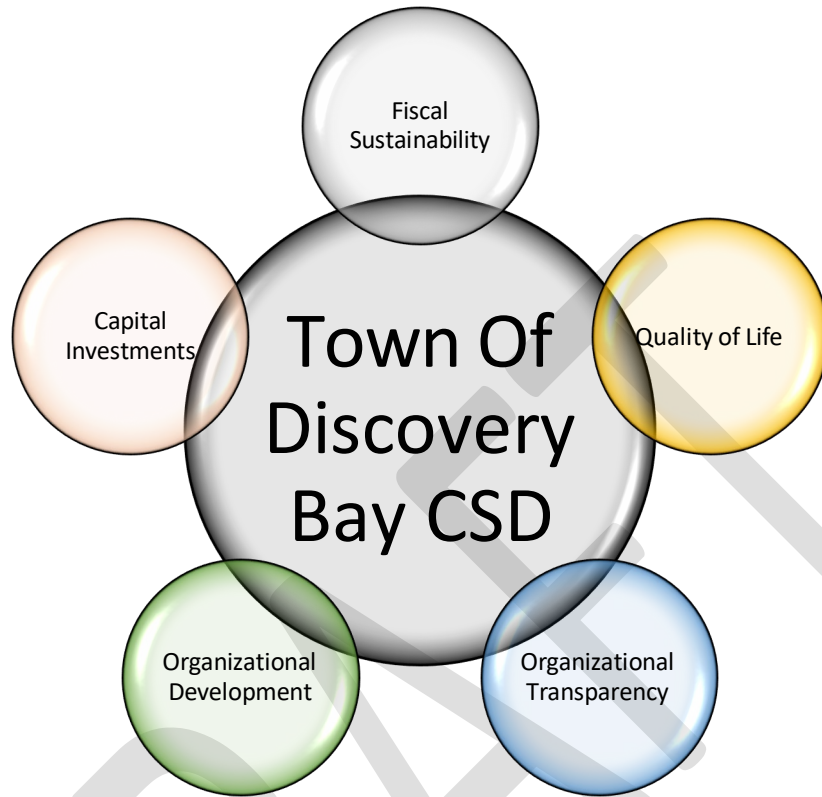
To highlight the impact of each fund, the table below shows the fiscal year 2024-2025. For more detailed information, refer to Section 5 and 6 which provides additional years.

Fund	Revenues	Expenses	Net Revenues
Fund 10	\$81,400	\$71,400	\$10,000
Fund 20	\$5,580,000	\$5,445,019	\$134,982
Fund 21	\$7,028,500	\$6,281,416	\$747,084
Fund 40	\$1,136,451	\$1,134,688	\$1,764
Fund 41	\$197,999	\$180,710	\$17,289
Fund 50	\$2,339,820	\$2,339,820	\$0
Fund 60	\$20,000	\$0	\$20,000

- Fund 10 represents the Special District Administration for the support the District provides to certain Contra Costa County zones landscaping and lighting efforts. The costs are fully reimbursed by the County. Minor receipts are received for miscellaneous rebates and may be transferred to other district operations.
- Fund 20 represents the operating and maintenance expenditures for the water system whose revenues are determined by a multi-year rate study.
- Fund 21 represents the operating and maintenance expenditures for the wastewater system whose revenues are determined by a multi-year rate study.
- Fund 40 represents the operating and maintenance expenditures for the area designated as Zone 8. Revenues to support these functions are derived from the Ad Valorem tax and community center program fees.
- Fund 41 represents the operating and maintenance expenditures for the area designated as Zone 8. Revenues to support these functions are derived from annual assessment documented through an engineer’s report and assessment rate approved by the Board of Directors.
- Fund 50 represents the activity of the public financing authority established to issue and track construction proceeds and to pay the annual debt service.
- Fund 60 represents an account previously used for the community center.



## STRATEGIC GOALS



### Goals, Objectives, and Performance Outlook

Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> <li>Balance Revenues and expenditures to ensure fiscal stability.</li> <li>Monitor trends in key revenue sources.</li> <li>Provide core services in an efficient and effective manner.</li> </ul>	<ul style="list-style-type: none"> <li>Review expenditure vs. budget reports for each department monthly.</li> <li>Analyze 10-year history to understand trends and make recommendations.</li> </ul>
Quality of Life	<ul style="list-style-type: none"> <li>Focus on key services, programs, and activities for seniors and youth.</li> <li>Partner with service clubs to promote community-wide events.</li> <li>Maintain parks throughout the community.</li> </ul>	<ul style="list-style-type: none"> <li>Provide bi-monthly reports on activities for youth, seniors, and park &amp; recreation programs.</li> <li>Develop a master plan for landscape oversight to properly upkeep this investment.</li> </ul>

Organizational Transparency	<ul style="list-style-type: none"> <li>• Post key information on the District’s website.</li> <li>• Use media to inform and engage the public.</li> <li>• Prepare the budget in a user-friendly, informative &amp; transparent format.</li> </ul>	<ul style="list-style-type: none"> <li>• Post all agendas, reports, and contracts on the District’s website.</li> <li>• Post all policy documents and resolutions on the website.</li> <li>• Increase the use of social media to promote district activities and business.</li> </ul>
Organizational Development	<ul style="list-style-type: none"> <li>• Evaluate staffing levels to ensure adequate delivery of core services.</li> <li>• Provide training and resources to sustain a talented workforce.</li> <li>• Maintain accountability and recognition of employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a long-term staffing plan.</li> <li>• Develop training for key management and supervisory staff.</li> <li>• Uphold and maintain safety training.</li> </ul>
Capital Investments	<ul style="list-style-type: none"> <li>• Prioritize and evaluate needed capital investments.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver capital projects on time and within budget.</li> <li>• Seek funding opportunities to fund infrastructure projects.</li> <li>• Continuous updates to District master plans.</li> </ul>

## FINANCIAL POLICIES SUMMARY

The District maintains certain financial policies to manage its investments, debt, and reserves. Those policies can be found on the [website](#) and are highlighted below. The District staff will periodically review and ensure that best practices are followed and updated, as appropriate, for changes in market conditions. Any changes to the policies require Board approval which are handled through a resolution. For the upcoming fiscal year, staff plans to review each of these policies and consider the additional policies to focus on disclosure and capital funding.

Policy #	Policy Name	Key Policy Items
003	Investment of District Funds	<p>Maintain safety, liquidity, and yield (in this order) when considering investment decisions.</p> <p>Adhere to California Code Section 53600 etc.</p>
014	Reserve Fund	<p>Established, maintained, and set aside for specific purposes.</p> <p>Capital and Operating Reserve to be used for unforeseen capital projects necessary to meet regulatory requirements, system reliability, and future needs. The goal is to maintain the Capital Reserve of no less than 30% of the Water and Wastewater annual operating revenue.</p> <p>Lighting and Landscaping #8 Reserves. The Capital Reserve will be used for capital projects necessary to meet regulatory requirements and future improvements. It is the goal of the Lighting and Landscaping District (LLD) #8 to maintain the capital reserve of no less than 50% of the total operating revenues.</p> <p>Lighting and Landscaping #9 Reserves. The Capital Reserve will be used for capital projects necessary to meet regulatory requirements and future improvements. The Lighting and Landscaping District (LLD) #9 reserve account will maintain a reserve of no less than 50% of the total operating revenues and is</p>

		<p>limited to a maximum of 200% of the total funds collected by the LLD. After the reserve has accrued to the maximum amount, any money received by the LLD more than what was spent on the annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment for the following year.</p>
026	Debt Management	<p>Policy applies to debt issued by the District or the Discovery Bay Public Financing Authority</p> <p>Provides for the purpose for which debt could be used; the types of debt that may be issued, internal control procedures.</p> <p>The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.</p>
031	Financial Policy	<p>Ensure District staff and Board of Directors adhere to accounting principles, external funding sources and provide transparency to the public with respect to the District's financial transactions.</p> <p>Provides policy considerations over cash disbursements, accounts payable, monthly water and wastewater invoicing, tax roll, cash receipts, petty cash, capitalization of fixed assets,</p>

## LONG RANGE FINANCIAL PLANNING

To take proactive steps in managing its financial health to deliver on its goals, the District will review each aspect of the key components of developing a long-range financial plan.



Each component is individual factors that can drive the conversation of fiscal and organizational sustainability, but when you understand the impact, each has on the other, this allows the District to be ready for the challenges and opportunities.

The water and wastewater programs have had more engagement with the drivers to recommended changes to rates and charges as part of the cost-of-service study and Proposition 218 process conducted about every 4-5 years. The staff is focused on identifying the necessary projects to maintain its facilities, adhere to regulatory requirements and plan for future growth. In addition to these facilities, the District also maintains assets pertaining to its parks and recreation. The Board of Directors are evaluating the associated costs and inquiring if sufficient funds will be available to ensure that these assets are managed responsibly.

To adequately plan for expected costs, staff will be developing a financial model that will help guide the District to plan for its operating expenses and capital expenditures with the anticipated revenues that are received by each revenue source. The purpose of the long-range financial plan is to be future focused. Historically, the District has used a 2% increase in revenues and 3% in expenses to project its five-year. Going forward, the District will be reviewing the historic increases to use as a gauge for the types of revenues and expenses and build a model to truly incorporate meaningful CPI (Consumer Price Index) adjustments and reflect the use of debt or cash to finance capital projects.



## Section 4: BUDGET PROCESS AND TIMELINE

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# BUDGET PROCESS AND TIMELINE

Public agencies develop budgets as a performance tool to measure accountability to their stakeholders. For the District, the budget is developed based on meeting the priorities, goals, and objectives established by the Board of Directors. The budget process for the District is designed to produce a document that is:

- A policy document that provides the rationale for the budget.
- A communications tool that effectively communicates how the budget helps implement long-range goals and strategies.
- An operational guide representing the efforts to control operations and measure performance.
- A long-term financial plan to guide the Town of Discovery Bay’s allocation of resources.

The budget is available for interested parties, such as bond holders, credit rating agencies and their customers for review. The budget further demonstrates the District’s commitment to fiscal responsibility and transparency of its operations. As a good business practice, the District prepares, adopts, monitors, and reports budgeted information to the Board of Directors on a bi-monthly basis.

Budget Considerations	
Incorporate rate study information for water and wastewater into FY 2024-2025 budget	✓
Develop five-year capital budget for each fund and identify funding sources	✓
Achieve required debt coverage for water and wastewater funds	✓
Budget sufficient funds to support each fund operating activities and set aside funds to the revolving account	✓

## BASIS OF ACCOUNTING

Fund financial statements of the reporting entity are organized into funds, each of which is a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. Governmental funds account for specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance functions or activities of the District. Proprietary funds represent enterprise funds used to account for business-like activities provided to the public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income requirement like the private sector.

For financial statement purposes:

Governmental funds: The basis of accounting is to report using the current financial resources measurement focuses and the modified accrual basis of accounting. Operating sources and uses of available spendable financial resources during a given period; that is revenues are considered available when they are collectible within the current period to pay liabilities of the current period. (within 60 days after the fiscal year end).

Proprietary funds: The accounting objectives of this measurement focus are the determination of operating income, changes in net position, financial position, and cash flows. These funds use the accrual basis of accounting, so revenues are recognized when earned and expenses are when the liability is incurred.

For budgeting purposes:

For governmental and proprietary funds, the District has used the accrual basis of accounting. These amounts are reconciled within the financial statements.

## BUDGET PROCESS

With the direction provided by the General Manager, the Finance Manager develops the operating budget with input and guidance from the department managers. Information is obtained from various sources depending on the source of revenues, and anticipated expenditures/expenses. The capital budget for the landscaping and community center was developed by the Finance Manager and department manager. The water and wastewater capital budget were collectively developed based on staff, contract operator, and the District's engineers for each system.



## Budget Timeline

<b>Date</b>	<b>Key Activity</b>	<b>Responsible Party</b>
January 25, 2024	Distribute budget calendar, budget worksheets, and mid-year Fiscal Year 2023-2024 financial results	Finance Manager
February 12, 2024	Capital budget discussions with staff, contract operator and consultants	General Manager Water/Wastewater Mgr. Veolia, LSCE, and Herwit
February 20, 2024	Review staff time allocation and development of Labor Budget	Department Managers Finance Manager
February 21-23, 2024	Develop of draft Fiscal Year 2024-2025 Operating Budget worksheets	Finance Manager
February 28, 2024	Review of draft budget worksheets with Department Managers	Department Managers Finance Manager
February 29, 2024	Finalize staffing requirement, and review labor and benefit worksheet with General Manager	General Manager Finance Manager
March 5 and 7, 2024	Review revised operating budgets worksheets with General Manager	General Manager Department Managers Finance Manager
March 14, 2024	The Board of Directors held their annual board workshop where the General Manager shared the accomplishments for the current fiscal year and the outlook for Fiscal Year 2024-2025.	General Manager Board of Directors
March 19, 2024	Develop capital outlay for landscaping and community center and review with General Manager and Department Manager	General Manager Department Manager Finance Manager
March 27, 2024	Finalize Capital budget for Water and Wastewater and review with General Manager and Department Manager	General Manager Department Manager Finance Manager
April 30, 2024	Preliminary Budget document presented to General Manager	General Manager Finance Manager
May 16, 2024	Budget workshop is presented to the Board of Directors	General Manager Finance Manager
June 5, 2024	Review final budget document at Finance Committee	General Manager Finance Manager
June 19, 2024	Board approves Fiscal Year 2024-2025 Budget and Resolution on Zone 9 Assessment Rate and Engineers Report, and Resolution on Zone 8 Appropriations Limit	General Manager Finance Manager

## BUDGET MONITORING

Budget monitoring process begins shortly after the budget is adopted. Each month the Finance Manager prepares a budget versus actual report to review and seek input from the department manager. On a bi-monthly basis, the Finance Manager develops an executive level budget versus actual report and presents it to the Board of Directors.

The budget is amended when expenditures are anticipated to significantly exceed estimates. Budget amendments can also occur for expenditures seen as appropriate charges but were not anticipated in the budget process. Any suggested amendments added to the original budget are brought to the Board of Directors through staff reports at the appropriate committee meeting. Staff is to describe why, how much, and what program budget requires an amendment to the original budget. These approvals are discussed at the appropriate committee and Board meetings and require a majority vote of the Board of Directors. Upon approval, staff updates the budget and financial system to reflect the approved change.



## Section 5: OVERVIEW OF REVENUES AND EXPENSES

# OVERVIEW OF REVENUES AND EXPENSES

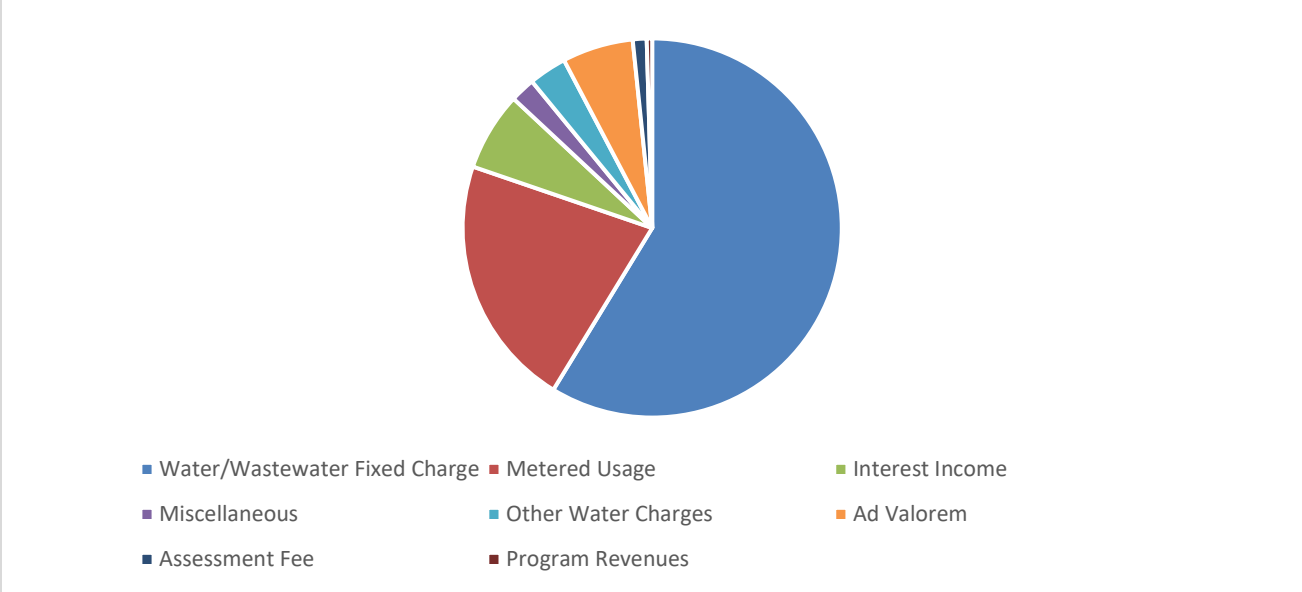
As a community services district CSD, the District can provide a variety of services to its constituents. Through the Contra Costa LAFCO process, it was determined the District will provide water and sewer service, landscaping services, and recreational activities. Each of these services may have similar costs to meet the requirements of the program and activities, but the source of funds varies. To better understand how each fund needs to be separately managed, this section provides additional details of the major source of revenues and expenses.

Section 6 provides a detailed breakdown of each fund’s revenues and expenses for the current year, and prior years.

## REVENUES

Account Category	Amount	% of Total
Water/Wastewater Fixed Charge	\$ 8,244,500	59%
Metered Usage	3,021,000	22%
Interest Income	940,000	7%
Miscellaneous	297,400	2%
Other Water Charges	454,000	3%
Ad Valorem	851,451	6%
Assessment Fee	170,999	1%
Program Revenues	65,000	0%
<b>Total Revenues</b>	<b>\$ 14,044,350</b>	<b>100%</b>

District Revenues - All Funds



## Water and Sewer Charges

As an enterprise fund activity, the District is required to follow a Prop 218 process to set its rates and charges. Typically, the District has a consultant review the information and prepares a rate recommendation for the Board of Directors to vote upon. This report is prepared every 4-5 years. The current rate study was prepared in 2020 and provides information through Fiscal Year 2024-2025. The District has begun the data gathering process to update the cost of service and plans to bring forth a new rate study in the next year. The rate process begins with gathering data for a few factors from customer base, reserves, cost of service (operating and capital plan) to be able to perform the following key steps.

- ♣ Revenue Requirements - Revenue requirements are analyzed via financial plans developed from the Water and Wastewater Fund budgets. Based on the best information currently available, the financial plans incorporate projected operation and maintenance costs, capital expenditures, debt service, and growth to estimate annual revenue requirements. The plans serve as a roadmap for funding the Town's future operating and capital programs while maintaining long-term fiscal stability.
- ♣ Cost of Service Allocation - The cost-of-service process builds on the financial plan analysis and assigns water and wastewater system costs to functional cost components: metering and customer service, commodity, and demand for water, and customer service and treatment/disposal for sewer.
- ♣ Rate Design - Rate design involves developing a rate structure that proportionately recovers costs from customers. Final rate recommendations are designed to (a) fund the utilities' short- and long-term costs of providing service; (b) proportionately allocate costs to all customers and customer classes; and (c) comply with the substantive requirements of Proposition 218.

Based on the [last study](#), the water rates and charges are comprised of both an account charge assessed through the Contra Costa County and placed on one's property tax bill. The other portion represents the meter charge for individual use. This amount is billed monthly based on meter reads.

The split of revenues is split between the account charge and water usage is approximately 36% water and wastewater fixed charge, and the balance is on the rates. Whereas the wastewater revenues are the account charge from Contra Costa County. As a result, the variability in revenues estimated through the rate study and the actual results have been on point.

For the Fiscal Year 2024-2025 it is estimated to represent \$8,244,500 water and wastewater fixed charge and approximately \$3,021,000. There are other charges, approximately \$454,000 that may be determined based on the rate study and include meter installation, miscellaneous water fees, and commercial meter charges.

As shown in Section 2, our comparison to our neighboring communities shows that the water rates tend to be lower than our peers, but the wastewater is higher. On a combined basis, the District is the middle to low end of the spectrum.

## Water Schedule

WATER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
<b>Unmetered Account Charge</b>	\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67	
<b>All Metered</b>	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
<i>Non-Irrigation Account Charge</i>										
5/8" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
3/4" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1 1/2" Meter	\$ 40.08	\$ 480.96	\$ 40.78	\$ 489.36	\$ 41.50	\$ 498.00	\$ 42.24	\$ 506.88	\$ 42.98	\$ 515.76
2" Meter	\$ 62.98	\$ 755.76	\$ 63.96	\$ 767.52	\$ 64.94	\$ 779.28	\$ 65.92	\$ 791.04	\$ 66.94	\$ 803.28
3" Meter	\$ 124.56	\$ 1,494.72	\$ 126.10	\$ 1,513.20	\$ 127.64	\$ 1,531.68	\$ 129.20	\$ 1,550.40	\$ 130.80	\$ 1,569.60
4" Meter	\$ 193.84	\$ 2,326.08	\$ 196.00	\$ 2,352.00	\$ 198.20	\$ 2,378.40	\$ 200.40	\$ 2,404.80	\$ 202.64	\$ 2,431.68
6" Meter	\$ 386.30	\$ 4,635.60	\$ 390.22	\$ 4,682.64	\$ 394.18	\$ 4,730.16	\$ 398.18	\$ 4,778.16	\$ 402.22	\$ 4,826.64
<i>Irrigation Account Charge</i>										
5/8" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
3/4" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1 1/2" Meter	\$ 37.12	\$ 445.44	\$ 37.38	\$ 448.56	\$ 37.64	\$ 451.68	\$ 37.90	\$ 454.80	\$ 38.18	\$ 458.16
2" Meter	\$ 58.54	\$ 702.48	\$ 58.72	\$ 704.64	\$ 58.90	\$ 706.80	\$ 59.06	\$ 708.72	\$ 59.24	\$ 710.88
3" Meter	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76
4" Meter	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24
6" Meter	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48
<b>Newly Metered Customers :</b>										
Meter Install Fee (10 yr)	\$8.01		\$8.01		\$8.01		\$8.01		\$8.01	
<b>Metered Usage Charge:</b>		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)
		2.266		2.34		2.405		2.479		2.577

DW= Dwelling Unit  
ccf=100 cubic feet=748 gallons

SEWER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
<b>Residential/Unmetered</b>										
Single Family (Each DU)	\$ 83.34	\$ 1,000.08	\$ 84.59	\$ 1,015.08	\$ 85.86	\$ 1,030.32	\$ 87.15	\$ 1,045.80	\$ 88.46	\$ 1,061.52
Multifamily/Condos (Each DU)	\$ 63.89	\$ 766.68	\$ 65.92	\$ 791.04	\$ 68.01	\$ 816.12	\$ 70.17	\$ 842.04	\$ 72.40	\$ 868.80
Vacant	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00
<b>Non-Residential/Metered</b>										
Business/Government/Clubs	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
	6.05		6.384		6.737		7.109		7.501	
Restaurants/Bars/Dining Facilities	17.337		17.899		18.479		19.078		19.696	
Schools	5.462		5.781		6.118		6.475		6.853	
Other Domestic Strength Users	6.05		6.384		6.737		7.109		7.501	

## Wastewater Schedule

SEWER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
<b>Residential/Unmetered</b>										
Single Family (Each DU)	\$ 83.34	\$ 1,000.08	\$ 84.59	\$ 1,015.08	\$ 85.86	\$ 1,030.32	\$ 87.15	\$ 1,045.80	\$ 88.46	\$ 1,061.52
Multifamily/Condos (Each DU)	\$ 63.89	\$ 766.68	\$ 65.92	\$ 791.04	\$ 68.01	\$ 816.12	\$ 70.17	\$ 842.04	\$ 72.40	\$ 868.80
Vacant	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00
<b>Non-Residential/Metered</b>										
Business/Government/Clubs	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
	6.05		6.384		6.737		7.109		7.501	
Restaurants/Bars/Dining Facilities	17.337		17.899		18.479		19.078		19.696	
Schools	5.462		5.781		6.118		6.475		6.853	
Other Domestic Strength Users	6.05		6.384		6.737		7.109		7.501	

DW= Dwelling Unit

## Ad Valorem

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the District is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit. Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change. For the Fiscal Year 2024-2025 it is estimated to bring \$851,451

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.40	1.024	1.07786240
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.50	1.025	1.07030500
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	(2.54)	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	(0.23)	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.90	1.009	1.04623210
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.95	3.73	1.0373	0.06	1.0006	1.03792238
Year 21/22	\$ 740,708.83	5.73	1.0573	0.35	1.0035	1.06100055
Year 22/23	\$ 792,250.87	7.55	1.0755	(0.55)	0.9945	1.06958475
Year 23/24	\$ 820,310.94	4.44	1.0444	(0.86)	0.9914	1.03541816
Year 24/25	\$ 851,451.20	3.62	1.0362	0.17	1.0017	1.03796154

## Assessment Fee

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopts a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer’s Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget. Herwit Engineering lists all factors leading to any increased assessment and the funds needed to maintain the reserve amount and cover the increased cost of operations. The Annual Assessment can be viewed on the Districts website. For the Fiscal Year 2024- 2025, it is estimated at about \$170,999.

Year	Number of lots/homes	Engineers Rate	YoY % increase
2005-2006	203		
2006-2007	203	431.00	-
2007-2008	203	431.00	0.00%
2008-2009	203	431.00	0.00%
2009-2010	203	406.00	-5.80%
2010-2011	203	406.00	0.00%
2011-2012	203	561.20	38.23%
2012-2013	203	555.76	-0.97%
2013-2014	203	563.94	1.47%
2014-2015	203	602.92	6.91%
2015-2016	203	606.94	0.67%
2016-2017	203	625.78	3.10%
2017-2018	203	658.50	5.23%
2018-2019	203	658.50	0.00%
2019-2020	203	707.00	7.37%
2020-2021	203	714.84	1.11%
2021-2022	203	742.04	3.81%
2022-2023	203	779.12	5.00%
2023-2024	203	811.78	4.19%
2024-2025	203	842.36	3.77%

## Community Center Program Fees

As previously shown, the District offers a variety of classes at the Community Center located in Zone 8 to engage the community of all ages. The classes include exercise classes like yoga and Zumba, tennis, aquatic lessons, and other miscellaneous classes. The rates vary by course offering and the arrangement is that the District receives 25% of the fee charged by the instructor. The District will charge the full amount and reimburse the instructor for their portion. It is estimated that program fees will be \$65,000



## Interest Earnings

The District has adopted an investment policy (Policy #003) that allows for the District to invest in investment vehicles that will return a favorable yield only after the requirements of safety and liquidity are met. Presently, the District invests excess funds of approximately \$18 million across all funds with a money market account and a local government investment pool, California CLASS. Based on the anticipated rates between 3-5%, the District anticipates approximately \$940,000 in interest earnings. Those amounts are estimated to be allocated as follows:

Fund	Estimated Budget
10 Administration	\$10,000
20 Water	\$425,000
21 Wastewater	\$400,000
40 Zone 9	\$75,000
41 Zone 9	\$10,000
60 Community Center	\$20,000
<b>Total Interest Earnings</b>	<b>\$940,000</b>

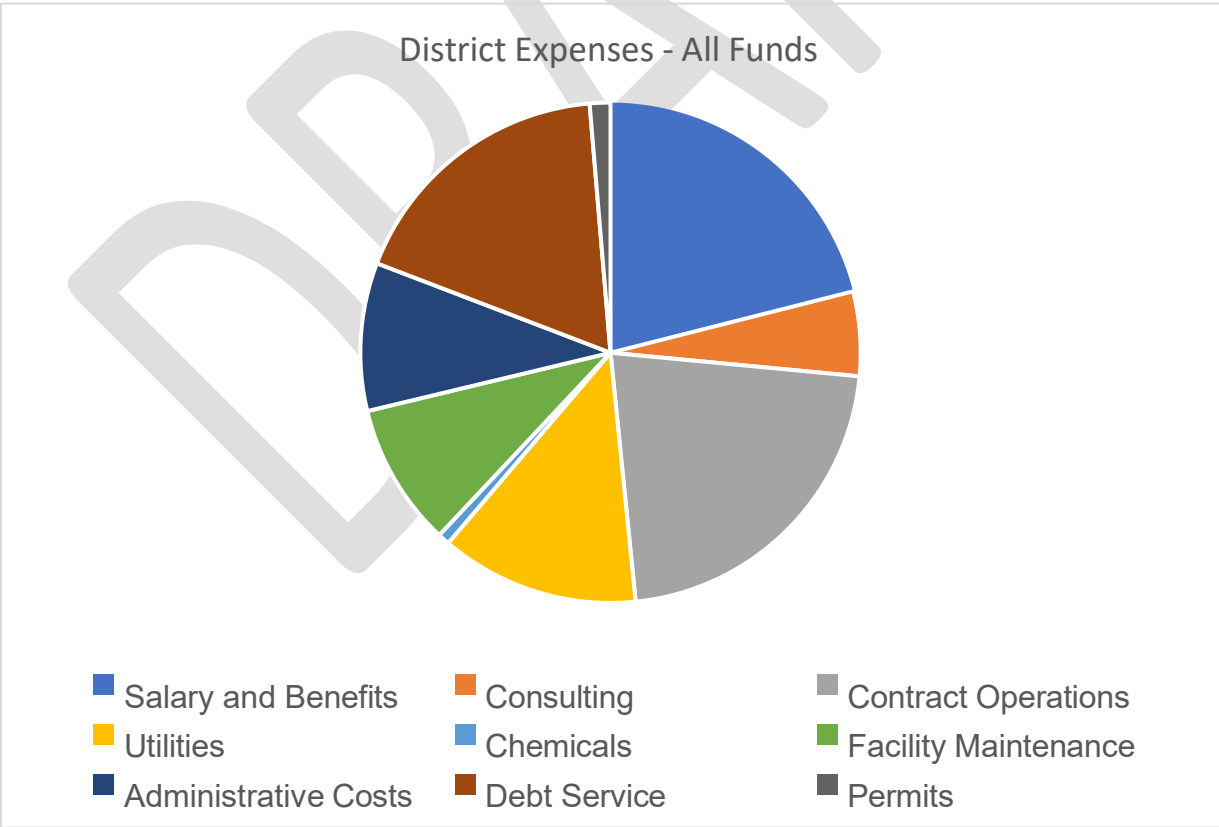
## Miscellaneous

The District also receives miscellaneous other revenues during the year that represent developer reimbursement costs, county reimbursements for the special zones, rentals, administrative fees pertaining to new connections, and other. These amounts total about \$297,400.

# EXPENDITURES/EXPENSES

Account Category	Amount	% of Total
Salary and Benefits	\$ 2,760,513	21%
Consulting	715,000	5%
Contract Operations	2,871,000	22%
Utilities	1,684,200	13%
Chemicals	100,000	1%
Facility Maintenance	1,212,900	9%
Administrative Costs	1,254,800	10%
Debt Service	2,339,820	18%
Permits	175,000	1%
<b>Total Expenses *</b>	<b>\$ 13,113,232</b>	<b>100%</b>

\*The difference between revenues of \$14,037,900 and total expenses of \$13,113,232 of \$924,668 represents the collective net revenues for all district fund activities. These amounts support revolving funds that are set aside for PAYGO spending on capital projects.



## Salary and Benefits

The District is led by the General Manager who oversees the staff of the various departments including Administration, Finance, Parks and Recreation, Water and Wastewater Operations. Through their collective efforts, the District strives to meet the demands of our community. While the staff are organized by departments, there is an effort to streamline some processes that may have them to reflect their time to another fund's budget. The Administration and Finance staff time is allocated to the various efforts based on an approximation of their time spent to support the parks/landscape efforts, recreation efforts, the water efforts and wastewater efforts.

In Fiscal Year 2024-2025, there were opportunities to make some staff changes to elevate and promote internal staff which creates opportunities to add some new positions – specifically, senior account clerk, recreations coordinator, and landscape coordinator. The introduction of these new positions allows for more effective management and response to District's priorities.

The breakdown of the staff's efforts are as follows:

Special Administration	4.8%
Water	39.3%
Wastewater	29.8%
Zone 8 / Community Center	23.7%
Zone 9	<u>2.3%</u>
Total Payroll Budget	100%

In addition to the regular staff position noted in the position headcount table, the District also hires seasonal staff to support the Community Center programming. This includes recreation leaders and swim/lifeguard instructors.

To ensure that there is fair compensation to the employees, the District has a multi-step pay scale which is adjusted by a CPI (Consumer Price Index) of 5% on July 1, 2024. The General Manager compensation is determined by the Board of Directors.

IN addition to the internal District staff, the water and wastewater operations are supported by external contractors. The facilities are managed by Veolia Water and the District Engineer by two contracts which are LCSE (Water) and Herwit (Wastewater).

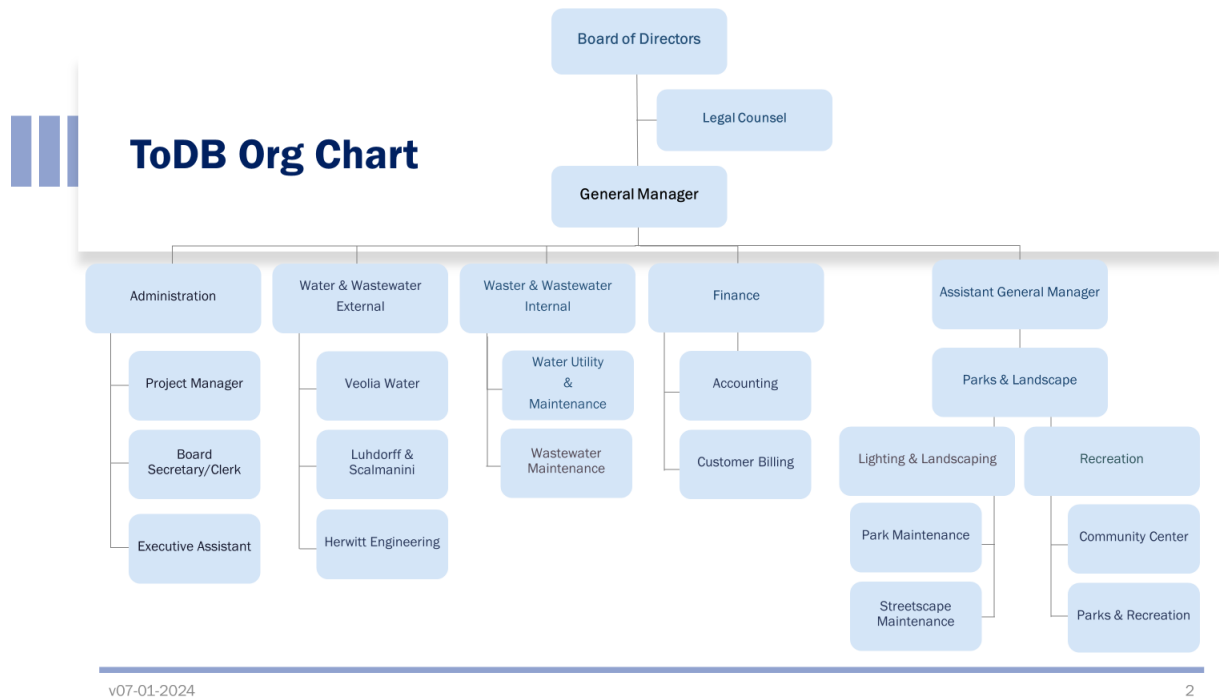
Position Headcount (budgeted)

Position Title	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Office Assistant	2	2	2	2	2	2
Administrative Assistant	2	2	2	2	2	2
Executive Assistant	1	1	1	1	1	1
Project Accountant	0	0	0	1	1	1
Accountant	1	1	1	1	0	0
Senior Account Clerk	0	0	0	0	0	1
Water Services Technician I	2	2	2	2	2	2
Water Services Technician II	1	1	1	1	1	1
Parks & Maintenance Worker I	1	1	1	1	1	1
Parks & Maintenance Worker II	2	2	2	2	2	1
Parks & Maintenance Worker III	1	1	1	1	1	2
Recreation Programs Supervisor	1	1	1	1	1	0
Landscape Coordinator	0	0	0	0	0	1
Recreation Programs Coordinator	0	0	0	0	0	1
Parks & Landscape Manager	1	1	1	1	1	1
Water & Wastewater Manager	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Projects Manager	1	1	1	1	1	1
Assistant General Manager	1	1	1	1	1	1
General Manager	1	1	1	1	1	1
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>20</b>	<b>22</b>

Staff allocation to Funds – based on budgeted dollars

	Water	Wastewater	Zone 8	CC	Zone 9	Special Zones	Total
Direct Labor	4.4	2.3	1.9	3.0	0.4	1.0	13.0
Indirect Labor	4.2	4.2	0.2	0.2	0.1	0.1	9.0
	8.6	6.5	2.1	3.2	0.5	1.1	22.0

On the following page is the organizational chart that reflects the entirety of the District.



## Benefits

The District employee's pay is supplemented by District paid benefits and accessibility to other benefits which the employee may opt for themselves and their family members. The District will pay 100% of the employee cost for medical, dental and vision, and 80% of the employee's dependent for medical premium only. The employee may obtain dental and vision insurance benefits for their family members, but the employee will bear these costs as a payroll deduction. For those employees who waive insurance premiums, the District will pay \$125 per pay period and this amount is contributed to the 457 Plan held at Empower. The District will match up to annual contribution of \$5,000 to a 457-retirement benefit plan. In addition, the District will pay the premium for a life insurance policy valued at \$20,000 and the cost to have an EAP benefit. Benefits are obtained through Special District Risk Management Association (SDRMA) and California Choice.

In addition, the District offers holiday, and vacation pay, and administrative leave and car allowance are provided to a limited few. More information about the employees' benefits can be found in the [Personnel Manual](#) (Policy 005).

## Consultants

To support the operations, the District hires qualified professionals to provide engineering support. Due to the size of the agency, the added support from Herwit (Wastewater) and LSCE (Water) provides important engineering support from project engineering, special studies, and construction support. In addition, the District also has several professionals that support the District's financial and debt management for the agency, and the costs associated for an annual audit.

Luhdorff & Scalmanini Consulting Engineers (Water) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems.

Herwit Engineering (Wastewater) plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. Herwit provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

The District's General Counsel, Law Office of Neumiller & Beardslee, provides legal advice and training to the Board of Directors, General Manager and Department Heads. The General Counsel investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director's General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety, or welfare. The General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions, and legal notices.

## **Contract Operations**

Veolia Water supports the District's activities of providing clean drinking water and collecting and treating wastewater/sewerage water. They have a small team located at the District facilities to manage the District's operations and bring additional resources to address matters to effectively manage these assets and perform the necessary operations. As part of their services, they did incur some direct costs and seek reimbursement of those costs. The District currently has a five-year agreement that expires in 2026.

## **Utilities**

Electricity is acquired from PG&E and is the largest component in this category. The District is exploring with Veolia options to reduce this essential cost. In addition, the landscape department does incur water costs from the Town of Discovery Bay (a revenue to Fund 20 – Water). Costs for waste disposal are managed through Mt. Diablo Resource Recovery.

## Chemicals

Through the Bay Area Chemicals Consortium, the District obtains competitive pricing for the chemicals, sodium hypochlorite, used for its water operations. Wastewater operations also minimally uses chemicals, and these costs are incurred and pass through from Veolia.

## Facility Maintenance

For the water and wastewater operations, facility maintenance includes the general repairs necessary to maintain the District facilities outside of those costs incurred under Veolia. For the landscape department, the facility maintenance costs include the supplies necessary at the parks and streetscape, and the third-party support to complement the District staff in maintaining the extensive landscape system. In addition, the costs to maintain the District's small fleet of vehicles for both the water/wastewater operations and landscape departments are within this category.

## Administrative Costs

The costs represent the general office-related costs of supplies, printing, technology support, bank charges and other costs related to the department activities. The most significant cost in this category represents the property and liability insurance from SDRMA.

## Debt Service

As reflected in Section 9, the District has incurred debt to help finance its water and wastewater facilities. Most notably are the investment in wells and meter projects for the Water operations and emergency storage facility, filtration system, and denitrification facility for the Wastewater operations.

The District obtained this debt through the Discovery Bay Public Financing Authority through three separate bond transactions. The District has a separate fund to manage the debt and when the semi-annual debt service payments are required the Water Fund (20) and Wastewater Fund (21) will pay the trustee to deposit funds into the trustee restricted for the purpose of meeting this obligation to the bondholders. The breakdown of the annual transfers are as follows:

Fund 20	Water	\$ 539,912
Fund 21	Wastewater	\$1,799,908

## Permits

To ensure the District meets regulatory requirements to operate its treatment facilities, they are required to maintain certain state and regional permits.

In addition to the operating expenditures noted above, the District also has Capital **Expenditures**. As reflected in Section 7, the District has developed a five-year capital plan that describes the projects, costs, and timing to make investment, and rehabilitate or replace existing facilities. The capital plan is developed by the efforts of the District staff, consultants and contract operator who understand the needs of the District to meet the mission and goals for the agency. Through existing reserves, annual set aside of net revenues or pursuit of debt, the District plans for the most cost-effective method to pay for these investments.

## DEPARTMENT DESCRIPTION AND OUTLOOK

The District is organized as a community services district and approved to provide services to the local community in water, wastewater, lighting, landscaping, and recreation. The efforts are each funded by a different revenue source and therefore it is important to track the direct and indirect costs incurred. The District maintains separate funds within its accounting software to ensure that it can record, track, and monitor the revenues and costs of each fund.

To support the District's operations, the Administration and Finance Departments provide an essential role to ensure that timely information and reporting are available to each department to meet the demands of water and wastewater department, and parks and recreations department. The associated costs incurred by Administration and Finance staff are charged to the departments based on allocating their costs to those departments that benefit from them. For instance, the costs related to water and wastewater for debt management (i.e., financial advisory services) will be charged directly to Fund 20 (Water) and/or Fund 21 (Wastewater). Other costs are allocated based on usage such as office utilities and technology support.

### Administration Department

The Administration Department oversees the administrative duties of the District from records management, agenda preparation, and supports the General Manager office with completion of required reporting, human resource duties, and risk management.

### Key Achievements

- ✓ Improved records management access through Laserfiche.
- ✓ Update boardroom audio visual equipment.



- ✓ Successful launch of Slick Text Service for the Town's new SMS Community Alerts system.
- ✓ Launched TODB on NextDoor for Government.

### **Outlook**

- Evaluate options for new revenue sources to finance landscaping services.
- Increase engagement with community by developing partnerships and social media promotion.

## **Finance Department**

The Finance Department operates under the Board of Directors who are the policy-making body of the District. The General Manager serves as the administrative head and Treasurer of the District. The department is responsible for processing vendor payments, payroll, utility, and other miscellaneous billings. In addition, it is responsible for preparing and monitoring the annual budget, ensuring adherence to District policies and procedures. When necessary, the District may issue finance capital facilities.

### **Key Achievements**

- ✓ Timely completion of annual audit and submission of audited financial statements to State of California, S&P, and EMMA.
- ✓ Further enhanced interest earning potential by opening an account with California CLASS.

### **Outlook**

- Review of existing financial policies and create new policies on disclosure and capital funding.
- Finalize Water and Wastewater Rate Study.
- Implement new commercial credit card program.
- Evaluate funding strategies to finance District's capital projects.
- Evaluate software platforms to improve financing tracking, reporting, and monitoring.
- Prepare its first Annual Comprehensive Financial Report (ACFR)

## Water Department

The Water Department's focus is to provide water production, treatment, and distribution to over 6,000 homes and businesses. Specifically, the Water Department includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning the District's water systems. In addition, the department has a water quality program for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue water misuse observed in the field.

The Water Utility function maintains and operates automated water meters for the District's 6,000+ water accounts. The technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows customers to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> is a tool for account holders to monitor daily water usage data and learn ways to conserve.

## Wastewater Department

The Wastewater Department provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Department includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town's wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services, and planning efforts.

### Water and Wastewater Key Achievements

- ✓ Completed Denitrification project.
- ✓ Completed Wastewater Diffuser project.
- ✓ Installation of filter at Willow Lake Plant.
- ✓ Installation of the WWTP Bar Screen.
- ✓ Replace Clipper bridge force main.
- ✓ Removal of failed Well 7 pump and motor.
- ✓ Completion of Lift Station Y and influent pump station bar screen installation.

### Water and Wastewater Outlook

- Complete construction of Well 8.
- Initiate Marina underwater crossing project.
- Initiate mainline pipeline project.
- Proceed forward with direction by the Board on Administration Building.
- Replace solar dryer panel for the wastewater system.
- Obtain roller track system to replace mole system.

## Lighting and Landscaping Services Department

The Parks and Landscaping Department provides for the planning, maintenance and capital outlay of the parks and landscaping network in Discovery Bay which includes preventative maintenance on streetscapes design and planting and ensuring proper drainage. The Department maintains and replaces plants and trees to provide health, vitality, manages lists to project funding and scheduling future repairs, projects, and replacement.

### Key Achievements

- ✓ Enhancements made at Cornell Park were funded through Prop 68.
- ✓ Complete Clipper Drive Irrigation.
- ✓ Install solar bollard lights along Clipper Drive.
- ✓ Resurfaced tennis and pickleball courts at Cornell Park, wall ball at Community Center, and basketball at Slifer Park.

### Outlook

- Replace the Ravenswood Park Splash Pad.
- Poe Road enhancements.
- Rehab Discovery Bay entrance sign.
- Update play structure at Cornell Park.

## Recreation Services Department

Recreation Services provides community-based and age-appropriate recreational programming. The Discovery Bay Community Center acts as the hub for these activities and is complemented by a network of parks, fields, and other recreational and educational venues.

### Key Achievements

- ✓ Completion of Patio enhancement project.
- ✓ Improved Pickleball surface and installed new shade structure.
- ✓ Implement new software for recreational course sign ups and payment.

### Outlook

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings, and expansion of community relationships with local groups.
- Make enhancements at Community Center including electrical panel, exterior painting, and new storage sheds.



## Section 6: FUND BUDGETS AND TREND INFORMATION

DRAFT

# FUND BUDGETS AND TREND INFORMATION

## FUND 10

### Special District Administration Services Revenue, Operations & Maintenance and Capital Improvements

*As these direct costs for landscaping services are to be fully reimbursed by the Contra Costa County, the District separately manages the costs related to oversight of the County’s zones. Certain costs for the use of the District’s equipment are reflected as County reimbursements in Zone 8 and Zone 9.*

The Special District Administration Fund revenue and expenditures cover all the Contra Costa County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive and two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Account	Fiscal Year 2024-2025
Revenue – Interest Income	\$10,000
Revenue – Other (County Reimbursement)	\$71,400
Expense – Landscape Services	(\$71,400)
<b>Net Revenues</b>	<b>\$10,000</b>

The interest earned may be used for general purposes for the District.

## Capital Improvements

Capital Improvements are planned by Contra Costa County Public Works Department. For Fiscal Year 2024-2025 the following projects are planned

- Zone 35 – Replace irrigation and replace vegetation on medians, and slurry of pathway.
- Zone 57 – Enhance shrub beds at Regatta Park near playground and BBQ; replace park entrance sign.
- Zone 61 – Replace lighting and soccer nets at Slifer Park.

DRAFT

# FUND 20

## WATER FUND

The District provides water service to over 6,000 residential and commercial accounts. The Department staff consist of a manager and water technicians to ensure delivery of potable water. The facilities are managed through a third-party contractor, Veolia. Any evaluations for service are discussed by staff, Veolia and the District, a third-party consultant, LCSE.

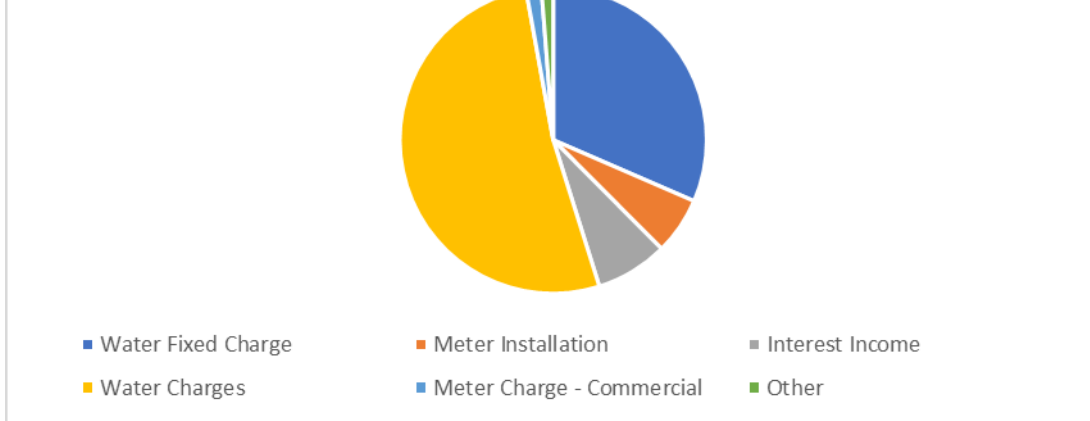
This fund is supported by revenue charges and rates set by approved Board action after the Proposition 218 process. The current rate study was established in 2020 and goes through the fiscal year. The District is currently gathering data to update the rate study for the next five-year period and will present an update to the Board later in 2024.

Five Year Trend – Fund 20 Revenues					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	<b>Budget</b>
Water Fixed Charge	1,549,250	1,574,060	1,604,898	1,627,047	1,758,000
Meter Installation	333,823	336,196	335,409	335,219	336,000
Interest Income	-	-	85,944	137,501	425,000
Water Charges	2,960,014	2,809,584	2,814,276	2,901,000	2,901,000
Meter Charge – Commercial	87,416	88,288	89,455	85,001	90,000
Other	124,564	120,251	233,130	58,601	70,000
<b>Total Revenues</b>	<b>\$ 5,055,067</b>	<b>\$ 4,928,379</b>	<b>\$ 5,163,112</b>	<b>\$ 5,144,369</b>	<b>\$ 5,580,000</b>

As the five-year trend shows, the revenues are steady during the period. The main change is the District’s decision to invest its reserves into Money Market and local government investment pool called California CLASS.

During the year, the District may earn revenue from capacity and connection fees. These funds are not budgeted as the District does not have a firm commitment from the developer that these funds may be received in any given year. While the funds may be used to determine debt coverage, the funds are to be used for capital projects and the District will report the accounting of these funds on a annual basis.

Fiscal Year 2024-2025  
Fund 20 - Water



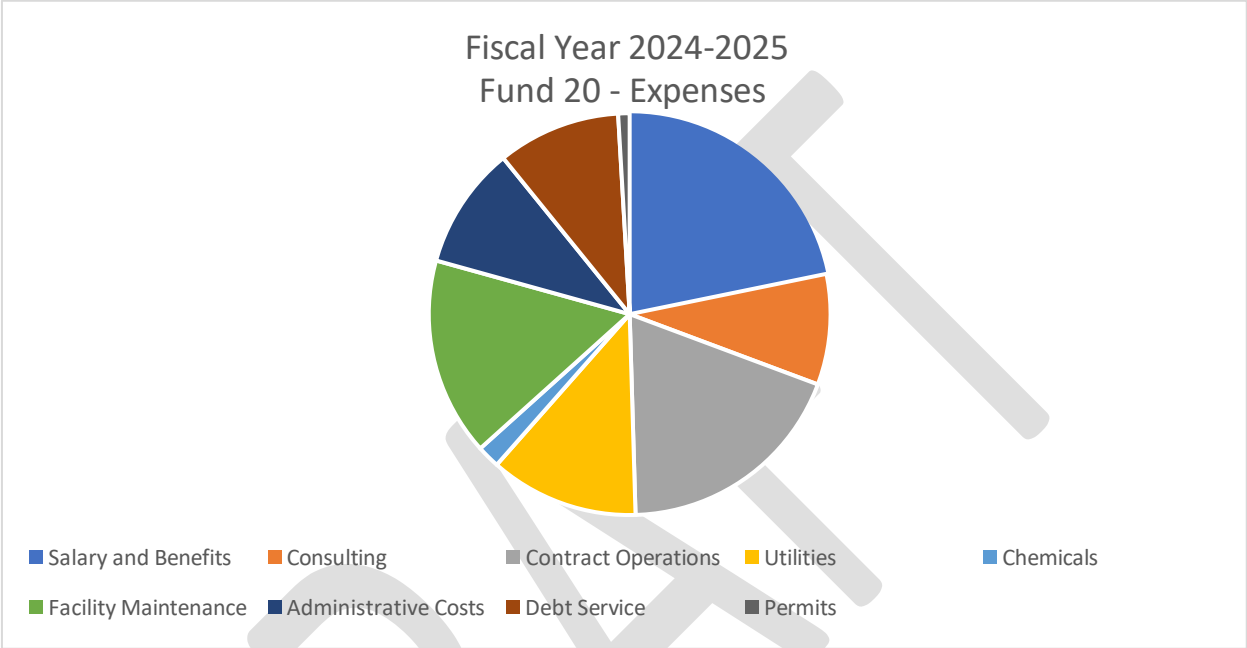
As the above chart reflects, most of the revenue is received through water charges. As the five-year trend shows, the revenues remain consistent. The account charge (or SEC Account Charge) is placed on the County property tax bill and received semi-yearly. These two revenue sources represent approximately 84% of the revenues. The meter installation revenue is the expected source to repay the debt for the 2017 meter project and is expected to run through 2027.

Five Year Trend - Fund 20 Expenses					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	Budget
Salary and Benefits	571,236	592,219	642,690	870,334	<b>1,186,107</b>
Consulting	383,652	302,078	252,641	339,124	<b>485,000</b>
Contract Operations	857,187	1,110,394	817,720	845,000	<b>1,026,000</b>
Utilities	525,090	524,284	644,125	640,762	<b>652,000</b>
Chemicals	5,938	36,586	59,125	120,000	<b>100,000</b>
Facility Maintenance	724,387	982,866	1,166,155	989,500	<b>869,000</b>
Administrative Costs	308,356	380,716	485,839	544,743	<b>537,000</b>
Debt Service	143,608	255,843	540,562	539,223	<b>539,912</b>
Permits	39,645	53,982	57,636	50,000	<b>50,000</b>
Total Expenses	\$ 3,559,099	\$ 4,238,968	\$ 4,666,493	\$ 4,938,687	<b>\$ 5,445,019</b>

The cost to produce potable water has increased over the five-year period. The increase in salary and benefits does represent the increased effort from the direct staff and indirect labor that had been previously reflected other funds. The increase in consulting for FY 2024-2025 presents the effort towards the future water supply analysis. Contract operations are expected to increase based on current price



increases expected through contract negotiations. During this period, the chemical price increased but remains a small portion of the overall water budget. Administration costs over this period have increased due to the cost of property and liability insurance. Finally, the increase in debt service is due to the 2022 financing transaction where the District received funds for the construction of Well 8.



Salary and Benefits	1,186,107	22%
Consulting	485,000	9%
Contract Operations	1,026,000	19%
Utilities	652,000	12%
Chemicals	100,000	2%
Facility Maintenance	869,000	16%
Administrative Costs	537,000	10%
Debt Service	539,912	10%
Permits	50,000	1%
<b>Total Expenses</b>	<b>\$5,445,019</b>	<b>100%</b>

## Fund Detail

Fund 20- Water Water Revenues		Fiscal Year 2022-2023		Fiscal Year 2023-2024		Fiscal Year
		Actual	Budget	Projected	Budget	2025 Budget
20-31-5102	Wastewater Fixed Charge	1,603,797	1,598,310	1,632,779	1,627,047	1,758,000
20-31-5145	Meter Installation	335,409	335,218	336,000	335,218	336,000
20-31-5149	Developer Deposit			40,000	-	25,000
20-31-5151	Grants	2,970	-	-	-	-
20-31-5179	Misc. Water Service Fees	36,594	10,000	25,000	25,000	27,000
20-31-5195	Interest Income	85,994	-	400,000	137,500	425,000
20-31-5226	Water Meter Rental	1,100	500	1,200	500	1,000
20-31-5243	Other	133,679	10,000	20,000	25,000	15,000
20-31-6000	Water Charges	2,814,276	2,901,000	2,850,000	2,901,000	2,901,000
20-31-6030	Connection Fees CIP	1,500	6,000	1,400	200	-
20-31-6045	Capacity Fee CIP	55,528	15,000	70,672	7,500	-
20-31-6046	Permit Fee	1,100	5,000	1,400	200	1,000
20-31-6047	Inspection Fee	1,760	5,000	2,240	200	1,000
20-31-6086	Meter Charge Commercial	89,455	85,000	85,000	85,000	90,000
	Subtotal – Revenues	5,163,162	4,971,028	5,465,691	5,144,365	5,580,000

FUND 20 EXPENSES Water Expenses		Fiscal Year 2022-2023		Fiscal Year 2023-2024		Fiscal Year
		Actual	Budget	Projected	Budget	2025 Budget
20-41-7000	Salary and Wages	536,815	592,103	700,000	690,013	905,932
20-41-7001	Overtime	1,452	2,000	-	2,000	-
20-41-7003	ER Taxes	39,828	59,210	40,000	69,001	80,175
20-41-7030	Group Insurance	81,900	110,000	80,000	100,000	140,000
20-41-7045	Workers Comp	18,475	19,200	40,000	19,320	38,000
20-41-7060	457 Plan	25,788	30,000	15,000	30,000	22,000
20-41-7075	Reimbursement of Wages	(6,000)	-	-	-	-
20-41-7105	Reimbursement of Insurance	-	(40,000)	-	(40,000)	-
20-41-7135	Vacation	4,832	-	-	-	-
20-41-7150	Temporary Employees	39,977	3,000	-	3,000	3,000
20-41-7165	BOD Compensation	11,960	22,500	9,500	22,500	15,000
20-41-7180	Training Conferences Travel	11,950	31,000	17,000	30,000	20,000
20-41-7181	Travel & Meetings – BOD	-	-	1,000	-	5,000
20-41-7225	Memberships	10,160	9,000	6,000	15,000	8,000
20-41-7255	TODB Sponsored Events	-	10,000	1,580	10,000	1,000
20-41-7271	Consulting Services	202,349	285,700	150,000	261,124	420,000
20-41-7272	Water Service Contract	722,976	720,000	745,000	745,000	840,000
20-41-7276	Contract Mailing	45,209	47,000	45,000	47,000	47,000
20-41-7280	Veolia Pass Through Expenses	94,744	132,500	100,000	100,000	186,000
20-41-7286	Legal – General	36,282	70,000	27,000	50,000	40,000
20-41-7288	Legal – Litigation	-	10,000	-	10,000	5,000
20-41-7301	Annual Audit Service	14,010	15,000	18,000	18,000	20,000
20-41-7316	Election Expense	5,363	6,000	-	6,000	7,900
20-41-7317	Advertising	168	2,000	500	2,000	1,000
20-41-7318	Public Relations	421	1,000	500	1,000	-
20-41-7319	Internet Website	2,304	4,800	4,600	4,800	-
20-41-7325	Water Conservation	-	-	-	10,000	4,000
20-41-7345	Communications and Notice	141	2,400	1,000	2,400	-
20-41-7361	Telephone – General	4,544	5,750	6,500	5,750	14,000
20-41-7362	Telecom – Networking	8,021	5,600	7,000	10,000	7,000
20-41-7363	Telephone – cellular	4,709	6,000	3,000	6,000	-
20-41-7376	Construction Material Repair	67,577	137,500	50,000	137,500	80,000
20-41-7392	Vehicle & Equipment – Fuel	12,783	15,000	10,000	15,000	12,000
20-41-7393	Vehicle & Equipment - Sup & Rep	6,636	6,000	4,000	7,000	7,000

Fund 20- Water Water Expenses		Fiscal Year 2022-2023		Fiscal Year 2023-2024		Fiscal Year
		Actual	Budget	Projected	Budget	2025 Budget
20-41-7404	Water Meter and Registers	138,659	70,000	80,000	80,000	120,000
20-71-7406	General Repairs	869,500	450,000	400,000	750,000	650,000
20-41-7409	Info System – Maintenance	20,884	23,000	25,000	23,000	85,000
20-41-7410	Equipment Maintenance	2,459	3,600	500	3,600	2,000
20-41-7411	Software Hosting	37,516	40,000	12,000	40,000	-
20-41-7412	Computer Equipment & Supplies	2,478	3,500	400	3,500	-
20-41-7413	Miscellaneous Small Tools	10,602	4,000	3,500	4,000	4,000
20-41-7414	Equipment Repair	376	400	2,100	400	-
20-41-7415	Computer Software	3,019	4,000	2,000	4,000	-
20-41-7422	Minor Equipment/Furniture	-	2,000	1,000	2,000	5,000
20-41-7423	Office Furniture	-	3,000	-	3,000	-
20-41-7424	Postage	160	1,000	1,000	1,000	1,000
20-41-7425	Office Supplies	12,003	10,000	8,000	10,000	10,000
20-41-7437	Rent - Public Meetings	839	200	-	200	-
20-41-7438	Building – Rent	13,200	13,200	13,200	13,200	13,200
20-41-7439	Equipment Rental/Leasing	1,653	3,000	1,000	3,000	2,000
20-41-7440	Landscape Maintenance	27	5,000	20,000	2,000	20,000
20-41-7441	Building Maintenance	9,738	12,000	20,000	15,000	12,000
20-41-7451	Insurance Liability & Property	123,334	128,068	144,282	151,273	180,000
20-41-7466	Permits & Fees	57,636	45,000	50,000	50,000	50,000
20-41-7469	Personal Protective Equipment	1,721	3,000	2,000	3,000	3,000
20-41-7470	Safety Equipment and Supplies	136	1,400	100	1,400	-
20-41-7481	Utilities/Electrical Cost	636,494	575,424	640,000	628,762	640,000
20-41-7483	Utilities/Waste Cost	7,631	12,000	8,000	12,000	12,000
20-41-7495	Chemicals	59,125	50,000	100,000	120,000	100,000
20-41-7510	Freight	-	800	-	800	-
20-41-7511	UPS/Courier	-	320	-	320	-
20-41-7526	Miscellaneous Bank Charges	25,557	25,000	30,000	27,000	30,000
20-41-7527	Miscellaneous Services & Supplies	1,516	1,500	1,500	1,500	2,500
20-41-7532	Miscellaneous	5,942	2,000	-	2,000	-
20-41-7533	Bad Debt	-	5,000	2,000	5,000	2,500
20-41-7534	Special Expense	2,838	-	1,500	-	2,000
20-41-7536	Debt Service/Operating Transfer Out	540,562	548,940	539,223	539,223	539,912
20-41-7545	Revenue Collection	2,166	2,400	1,117	2,400	2,400
20-41-7547	Payroll Wire Transfer Fee	292	500	-	500	-
20-41-7549	Public Works – Permits	-	20,000	-	20,000	-
20-41-7550	Property Taxes	161	1,200	2,442	1,200	2,500
20-41-7587	Developer Deposit Reimbursement	72,896	10,000	40,000	25,000	25,000
	Subtotal – Expenses	4,666,493	4,400,715	4,234,043	4,938,687	5,445,019
	Net Revenues (Loss)	\$ 496,669	\$ 570,313	\$ 573,060	\$ 205,678	\$ 134,982
	Net Revenues, before Debt Service	\$ 1,037,230	\$ 1,119,253	\$ 967,397	\$ 744,902	674,893
	Debt Coverage	1.92	2.04	2.45	1.38	1.25

Based on bond documents, the District needs to maintain debt coverage of at least 1.25. As part of the current rate study, the report will evaluate the necessary rates to pay for operations and capital projects, maintain cash levels and support annual contribution targets for the District’s revolving funds. Maintaining cash levels and debt coverage are important to the District’s credit rating with S&P who has rated the District AA.

# FUND 21

## WASTEWATER

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems which are interconnected and are dependent upon each other for various functions. To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants can produce an average of 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

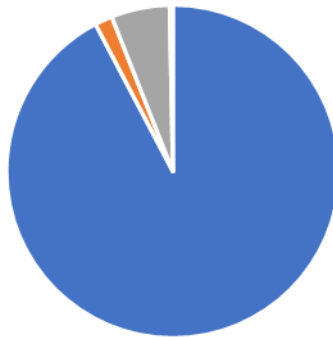
This fund is supported by revenue charges and rates set by approved Board action after the Proposition 218 process. The current rate study was established in 2020 and goes through the fiscal year. The District is currently gathering data to update the rate study for the next five-year period and will present an update to the Board later in 2024.

Five Year Trend - Fund 21 Revenues					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	<b>Budget</b>
Wastewater Fixed Charge	5,991,417	6,087,297	6,182,320	6,228,623	<b>6,486,500</b>
Sewer Charge - Commercial	110,517	114,535	116,124	157,001	<b>120,000</b>
Interest Income	-	-	78,415	247,500	<b>400,000</b>
Other	108,186	84,229	176,108	34,600	<b>22,000</b>
Total Revenues	\$ 6,210,120	\$ 6,286,061	\$ 6,552,967	\$ 6,667,724	<b>\$ 7,028,500</b>

As the five-year trend shows, the revenues are steady during the period. The main change is the District's decision to invest its reserves into Money Market and local government investment pool called California CLASS.

During the year, the District made earn revenue from capacity and connection fees. These funds are not budgeted as the District does not have a firm commitment from the developer that these funds may be received in any given year. While the funds may be used to determine debt coverage, the funds are to be used for capital projects. On an annual basis the District will report the accounting of these funds.

Fiscal Year 2024-2025  
Fund 21 - Revenues



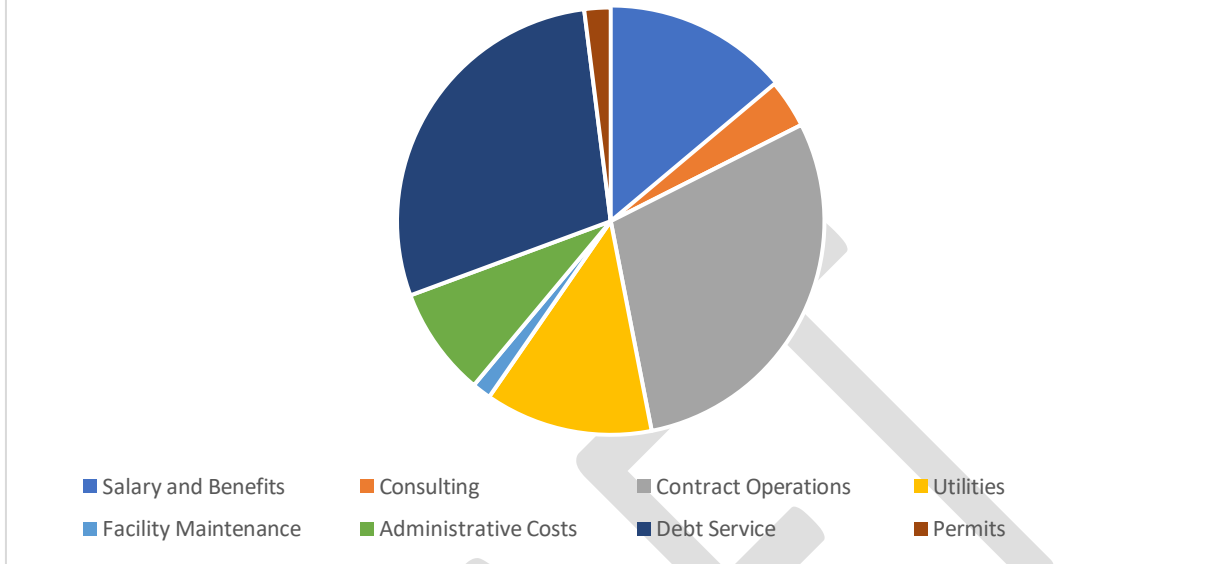
■ Wastewater Fixed Charge   ■ Sewer Charge - Commercial   ■ Interest Income   ■ Other

Most of the funds are generated from a fixed revenue source, the account charge placed on the County property tax bill.

<b>Five Year Trend - Fund 21 Expenses</b>					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	<b>Budget</b>
Salary and Benefits	604,364	738,791	824,992	1,011,377	<b>872,808</b>
Consulting	211,027	158,910	94,755	298,301	<b>230,000</b>
Contract Operations	1,269,832	1,622,575	1,765,322	1,451,000	<b>1,845,000</b>
Utilities	505,558	563,929	713,172	712,538	<b>798,000</b>
Facility Maintenance	62,689	177,475	320,210	95,000	<b>90,000</b>
Administrative Costs	320,035	388,984	399,457	545,352	<b>520,700</b>
Debt Service	1,206,089	1,092,674	1,786,335	1,799,100	<b>1,799,908</b>
Permits	55,524	51,424	77,712	125,000	<b>125,000</b>
<b>Total Expenses</b>	<b>\$ 4,235,118</b>	<b>\$ 4,794,762</b>	<b>\$ 5,981,955</b>	<b>\$ 6,037,665</b>	<b>\$ 6,281,416</b>

Over the five-year period, the cost of wastewater operations increased in contract operations and utilities. The District is currently in contract negotiations for contract operations and is looking at an energy-saving project to try and mitigate cost increases in electricity. In addition, the 2022 debt issuance for the denitrification project, necessary to meet permit requirements, caused an increase in debt service.

Fiscal Year 2024-2025  
Fund 21 - Expenses



Salary and Benefits	872,808	14%
Consulting	230,000	4%
Contract Operations	1,845,000	29%
Utilities	798,000	13%
Facility Maintenance	90,000	1%
Administrative Costs	520,700	8%
Debt Service	1,799,908	29%
Permits	125,000	2%
<b>Total Expenses</b>	<b>\$ 6,281,416</b>	<b>100%</b>

# FUND DETAIL

Fund 21- Wastewater Wastewater Revenues		Fiscal Year 2022-2023 Budget		Fiscal Year		Proposed FY
		2023-2024		2024		2025
		Actual	Budget	Projected	Budget	Budget
21-31-5101	SEC Collections Wastewater	6,182,320	6,134,148	6,277,971	6,228,622	6,486,500
21-31-5149	Developer Reimbursements/Deposits	-	-	5,000		10,000
21-31-5151	Grant	-	-	4,303	-	-
21-31-5195	Interest Income	78,415	-	370,000	247,500	400,000
21-31-5243	Other	32,804	10,000	50,000	10,000	10,000
21-31-6015	Sewer Charge – Commercial	116,124	157,000	120,000	157,000	120,000
21-31-6030	Connection Fees CIP	700	10,000	700	200	-
21-31-6045	Capacity Fee CIP	140,844	65,000	89,628	24,000	-
21-31-6046	Permit Fee	-	5,000	-	200	1,000
21-31-6047	Inspection Fee	1,760	5,000	1,120	200	1,000
<b>Subtotal – Revenues</b>		<b>6,552,967</b>	<b>6,386,148</b>	<b>6,918,722</b>	<b>6,667,722</b>	<b>7,028,500</b>

Fund 21- Wastewater Wastewater Expenses		Fiscal Year 2022-2023 Budget		Fiscal Year 2023-2024		Proposed FY
		Actual	Budget	Projected	Budget	Budget
21-41-7000	Salary and Wages	649,333	718,553	725,000	759,451	687,008
21-41-7001	Overtime	42	2,000	-	2,000	-
21-41-7003	ER Taxes	87,981	71,855	55,000	75,945	60,800
21-41-7030	Group Insurance	122,583	180,000	125,000	150,000	140,000
21-41-7045	Workers Comp	27,712	28,800	30,440	28,980	38,000
21-41-7060	457 Plan	36,670	45,000	35,000	45,000	22,000
21-41-7075	Reimbursement of Wages	(9,000)	-	-	-	-
21-41-7105	Reimbursement of Insurance	(97,452)	(50,000)	(50,000)	(50,000)	(75,000)
21-41-7150	Temporary Employees	59,966	5,000	-	5,000	3,000
21-41-7165	BOD Compensation	17,940	22,500	15,000	22,500	15,000
21-41-7180	Training Conferences Travel	15,596	30,000	15,000	30,000	20,000
21-41-7181	Travel & Meetings – BOD	-	-	2,000	-	5,000
21-41-7210	Dues and Subscriptions	-	2,600	-	1,000	-
21-41-7225	Memberships	7,353	12,000	8,000	12,000	8,000
21-41-7255	TODB Sponsored Events	-	10,000	2,369	10,000	1,000
21-41-7271	Consulting Services	45,521	156,300	50,000	186,300	140,000
21-41-7272	Water Service Contract	1,084,463	1,079,000	1,111,000	1,111,000	1,260,000
21-41-7280	Veolia Pass Through Expenses	680,859	240,000	360,000	340,000	585,000
21-41-7286	Legal – General	28,220	100,000	40,000	75,000	50,000
21-41-7288	Legal – Litigation	-	10,000	-	10,000	10,000
21-41-7301	Annual Audit Service	21,015	22,000	27,000	27,000	30,000
21-41-7316	Election Expense	7,958	10,000	-	10,000	7,900
21-41-7317	Advertising	478	3,000	1,000	3,000	-
21-41-7319	Internet Website	3,456	-	8,000	3,600	-
21-41-7345	Communications and Notice	212	3,600	2,000	3,600	2,000
21-41-7361	Telephone – General	10,165	15,000	9,000	15,000	22,000
21-41-7362	Telecom – Networking	14,930	15,000	12,000	18,000	11,000
21-41-7363	Telephone – cellular	5,016	6,000	4,000	6,000	-
21-41-7376	Construction Material Repair	11,807	3,000	-	3,000	-
21-41-7392	Vehicle & Equipment – Fuel	4,298	7,500	5,000	7,000	5,000
21-41-7393	Vehicle & Equipment - Sup & Rep	3,390	30,000	2,000	10,000	10,000

Fund 21- Wastewater Wastewater Expenses		Fiscal Year 2022-2023 Budget		Fiscal Year 2023- 2024		Proposed FY 2025
		Actual	Budget	Projected	Budget	Budget
21-71-7406	General Repairs	192,736	75,000	450,000	75,000	75,000
21-41-7409	Info System – Maintenance	41,370	40,000	34,000	45,000	51,000
21-41-7410	Equipment Maintenance	6,266	5,400	1,000	5,400	2,000
21-41-7411	Software Hosting	19,618	17,400	14,000	14,000	-
21-41-7412	Computer Equipment & Supplies	2,222	6,000	1,000	6,000	-
21-41-7413	Miscellaneous Small Tools	6,875	3,000	3,000	2,000	3,000
21-41-7414	Equipment Repair	3,954	600	3,500	2,000	-
21-41-7415	Computer Software	4,397	1,500	1,500	3,000	-
21-41-7421	Cleaning Supplies	176	1,500	-	-	-
21-41-7424	Postage	11,669	10,000	1,000	1,500	1,000
21-41-7425	Office Supplies	1,257	-	6,000	10,000	10,000
21-41-7437	Rent - Public Meetings	19,800	19,800	19,800	19,800	19,800
21-41-7438	Building – Rent	3,103	4,000	-	-	-
21-41-7439	Equipment Rental/Leasing	1,586	2,400	2,000	4,000	2,000
21-41-7440	Landscape Maintenance	35,186	12,000	18,000	2,400	10,000
21-41-7441	Building Maintenance			25,000	14,000	16,000
21-41-7451	Insurance Liability & Property	183,526	184,012	216,423	226,800	270,000
21-41-7466	Permits & Fees	77,712	55,000	55,000	55,000	55,000
21-41-7468	NDPES Permits & Fees	-	70,000	70,000	70,000	70,000
21-41-7469	Personal Protective Equipment	2,203	1,000	2,000	2,000	2,500
21-41-7470	Safety Equipment and Supplies	204	3,000	-	3,000	-
21-41-7481	Utilities/Electrical Cost	698,780	550,424	700,000	700,538	780,000
21-41-7483	Utilities/Waste Cost	14,392	2,000	14,000	12,000	18,000
21-41-7495	Chemicals	-	12,000	-	12,000	-
21-41-7510	Freight		1,000	-	1,000	-
21-41-7526	Miscellaneous Bank Charges	-	1,000	-	1,000	-
21-41-7527	Miscellaneous Services & Supplies	1,692	4,500	2,200	4,500	2,500
21-41-7532	Miscellaneous	8,480	-	-	-	-
21-41-7533	Bad Debt	-	1,000	-	1,000	-
21-41-7534	Special Expense	4,180	2,000	1,500	2,000	2,000
21-41-7536	Debt Service/Operating Transfer Out	1,786,335	1,848,491	1,799,100	1,799,100	1,799,908
21-41-7545	Revenue Collection	3,248	7,000	4,300	7,000	4,000
21-41-7547	Payroll Wire Transfer Fee	402	1,500	10,000	750	10,000
21-41-7549	Public Works – Permits	-	3,500	-	3,500	-
21-41-7550	Property Taxes	11,874	2,000	9,554	2,000	10,000
21-41-7587	Developer Deposit Reimbursement	(1,800)	10,000	5,000	10,000	10,000
	Subtotal – Expenses	5,981,957	5,736,735	6,062,686	6,037,665	6,281,416
	Net Revenues (Loss)	571,009	649,413	856,036	630,058	747,084
	Net Revenues, before Debt Service	2,357,344	2,497,904	2,655,136	2,429,158	2,546,992
	Debt Coverage	1.32	1.35	1.48	1.35	1.42

Based on bond documents, the District needs to maintain debt coverage of at least 1.25. As part of the current rate study, the report will evaluate the necessary rates to pay for operations and capital projects, maintain cash levels and support annual contribution targets for the District’s revolving funds. Maintaining cash levels and debt coverage are important to the District’s credit rating with S&P who has rated the District AA.



# FUND 40

## ZONE 8 AND COMMUNITY CENTER

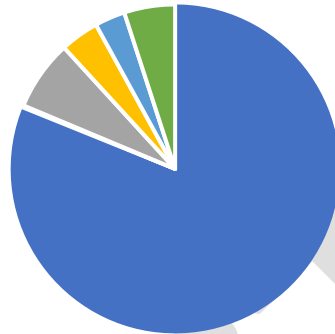
Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the Discovery Bay entrance from Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone. In addition, Zone 8 also includes the District’s Community Center.

Five Year Trend - Fund 40 Revenues					
	Actual FY 2021	Actual FY 2022	Actual FY 2023	Budget FY 2024	Budget FY 2025
Secured Property Tax	729,578	763,243	828,881	820,310	<b>851,451</b>
Community Center Program Fees	1,825	30,218	79,332	54,000	<b>65,000</b>
CCC Vehicle Reimbursement	61,997	66,129	45,809	60,000	<b>67,000</b>
Rentals	34,257	39,028	43,767	39,000	<b>40,000</b>
Interest	26,848	-	17,490	-	<b>75,000</b>
Other	45,029	83,728	46,362	24,500	<b>38,000</b>
	\$ 899,534	\$ 982,346	\$ 1,061,641	\$ 997,810	<b>\$ 1,136,451</b>

The revenue source for Fund 40 is from property tax (75%) which provides stability in the revenue needed to support Zone 8. This revenue is calculated following the GANN limit and is based on the change in per capital personal income and population. This information is provided to the District by the State of California Department of Finance. The amount is estimated at \$851,451 until the information is available.

To complement the major source of revenue, Zone 8 does receive a variety of other revenues to help achieve the revenue requirement necessary for the fund. Starting in FY 2024-2025, the District started earning funds on its reserve balances, and this has complimented the District’s revenues. The other represents the reimbursement from Contra Costa County for the costs incurred by the District use of equipment to maintain the landscape for the Special Zones (County zones 35, 57, and 61). There has been variability in community center program fees, but the District has been rebuilding the programming since the 2020 pandemic. Rental income includes expected about \$33,000 from the Water and Wastewater operations for the community center to conduct District board and committee meetings.

Fiscal Year 2024-2025  
Fund 40 Revenues



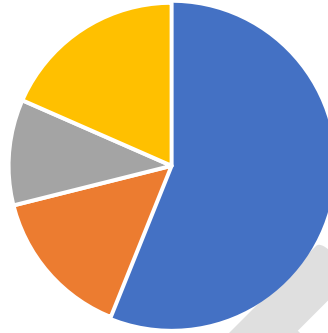
- Secured Property Tax
- Community Center Program Fees
- CCC Vehicle Reimbursement
- Rentals
- Interest
- Other

<b>Five Year Trend - Fund 40 Expenses</b>					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	<b>Budget</b>
Salary and Benefits	313,300	329,514	457,534	453,778	<b>636,388</b>
Administrative Costs	73,547	103,526	131,230	159,284	<b>170,300</b>
Facility Maintenance	144,780	166,329	144,033	142,700	<b>119,000</b>
Utilities	162,146	182,661	195,334	200,500	<b>209,000</b>
Total Expenditures	\$ 693,773	\$ 782,030	\$ 928,131	\$ 956,262	<b>\$ 1,134,688</b>

During the five-year period, costs increased with the increased efforts to support needs and programming for Zone 8. The increase in salary and benefits reflects the additional costs to compensate the labor necessary. For instance, the increase in the minimum wage has impacted the seasonal staff wages over this period along with anticipated longer hours to keep the aquatic programming longer.

Administrative costs include the costs for program instructors which were not as present in Fiscal Year 2020-2021, and there have been some minor increases throughout the other administrative costs for general price increases. Utilities have also increased over this period.

FY 2024-2025  
Fund 40 Expenditures



■ Salary and Benefits   ■ Administrative Costs   ■ Facility Maintenance   ■ Utilities

Salary and Benefits	636,388	56%
Administrative Costs	170,300	15%
Facility Maintenance	119,000	10%
Utilities	209,000	18%
<b>Total Expenditures</b>	<b>\$ 1,134,688</b>	<b>100%</b>

Fund Detail

Fund 40 - Zone 8		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year
		Actual	Budget	Projected	Annual Budget	Budget
40-31-5106	Current Secured Property Tax	828,881	704,657	837,318	820,310	851,451
40-31-5148	Advertising Income	700	500	1,500	500	2,000
40-31-5149	Community Center Program Fees	37,488	40,000	48,000	45,000	65,000
40-31-5125	Grant Income	-	1,000	5,520	-	-
40-31-5150	Community Center Events	-	-	1,500	1,000	4,000
40-31-5153	Borrowed reserves	-	-	-	18,000	14,000
40-31-5195	Interest Income	14,045	-	-	-	75,000
40-31-5226	CCC Vehicle Reimbursement	50,889	75,000	38,756	60,000	67,000
40-31-5243	Other	6,000	6,000	1,501	6,000	2,000
40-31-6000	Recreation Revenue	74,844	-	-	-	-
40-31-6060	Gifts & Contributions (Donations)	7,195	4,000	6,500	-	6,000
40-31-6080	Community Center Fee	25,000	-	15,000	-	-
40-31-6695	Rentals	10,767	39,000	41,000	39,000	40,000
40-31-6999	Community Center Pool Fee	7,467	7,500	10,000	8,000	10,000
	<b>Subtotal – Revenues</b>	<b>1,063,275</b>	<b>877,657</b>	<b>1,006,595</b>	<b>997,810</b>	<b>1,136,451</b>

Fund 40 - Zone 8		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025
		Actual	Budget	Projected	Annual Budget	Budget
40-41-7000	Salary and Wages	261,457	170,000	185,000	149,879	216,531
40-41-7001	Overtime	-	1,000	-	1,000	-
40-41-7003	ER Taxes	-	-	-	-	19,163
40-41-7105	Reimbursement of Insurance	-	-	-	-	31,395
40-41-7180	Training Conferences Travel	3,428	2,000	1,500	2,500	1,500
40-41-7225	Memberships	345	600	462	600	500
40-41-7255	TODB Sponsored Events	-	-	-	5,000	-
40-41-7286	Legal – General	64	1,000	500	1,000	1,000
40-41-7301	Annual Audit Service	2,200	2,200	2,200	2,200	2,500
40-41-7317	Advertising	-	50	136	50	-
40-41-7361	Telephone – General	-	600	-	480	1,200
40-41-7363	Telephone – cellular	1,504	2,000	1,000	1,800	-
40-41-7376	Construction Material Repair	-	500	-	500	-
40-41-7392	Vehicle & Equipment – Fuel	7,849	10,000	8,000	10,200	8,500
40-41-7393	Vehicle & Equipment - Sup & Rep	4,866	3,500	3,000	6,000	6,500
40-41-7409	Info System – Maintenance	110	800	-	800	4,500
40-41-7410	Equipment Maintenance	2,508	4,000	7,500	4,500	4,500
40-41-7411	Software Hosting	-	-	-	612	-
40-41-7412	Computer Equipment & Supplies	601	150	-	150	-
40-41-7413	Miscellaneous Small Tools	10,612	2,000	2,000	2,500	2,500
40-41-7414	Equipment Repair	11	-	1,000	-	-
40-41-7415	Computer Software	1,052	-	-	300	-
40-41-7421	Cleaning Supplies	-	500	100	500	-
40-41-7424	Postage	-	150	-	100	-
40-41-7425	Office Supplies	985	1,000	1,000	1,000	1,000
40-41-7439	Equipment Rental/Leasing	2,139	2,460	1,500	2,500	2,000
40-41-7440	Landscape Maintenance	66,563	45,000	64,000	55,000	55,000
40-41-7441	Building Maintenance	10,510	6,500	10,000	10,700	12,000
40-41-7451	Insurance Liability & Property	5,000	5,000	6,250	6,250	7,500
40-41-7466	Permits & Fees	-	100	100	102	100
40-41-7469	Personal Protective Equipment	2,696	3,000	3,000	3,000	3,000
40-41-7481	Utilities/Electrical Cost	81,744	93,840	90,000	90,000	90,000
40-41-7482	Utilities/Water Cost	49,282	51,000	52,000	55,000	55,000
40-41-7483	Utilities/Waste Cost	4,908	5,000	4,000	5,000	5,000
40-41-7495	Chemicals	-	-	-	1,000	-
40-41-7526	Miscellaneous Bank Charges	100	-	-	-	-
40-41-7527	Miscellaneous Services & Supplies	-	500	500	500	500
40-41-7532	Miscellaneous	(1,610)	-	-	-	-
40-41-7544	Reimbursement for County Admin	-	500	-	-	-
40-41-7545	Revenue Collection	4,941	5,700	5,609	5,800	5,000
40-41-7549	Public Works – Permits	-	500	-	500	-
40-41-7550	Property Taxes	911	2,000	911	1,000	1,000
40-41-7551	CCC DB Sign Replacement	388	2,000	-	2,000	1,000
40-41-8000	Salary and Wages	196,071	170,000	308,186	182,808	330,539
40-41-8001	Overtime	6	1,000	-	500	-
40-41-8002	Part-time and Season Staff	-	107,882	-	119,591	-
40-41-8003	ER Taxes	-	-	-	-	29,253
40-41-8105	Reimbursement of Insurance	-	-	-	-	9,507
40-41-8180	Training Conferences Travel	226	1,500	750	2,000	1,500
40-41-8225	Memberships	1,115	1,020	1,200	1,400	1,500
40-41-8255	Donation Expenditures	3,786	41,000	18,000	18,000	14,000
40-41-8256	Events	999	6,530	4,115	6,500	1,500
40-41-8286	Legal – General	2,335	3,500	3,500	3,000	3,000
40-41-8301	Annual Audit Service	1,000	1,000	1,000	1,000	1,500
40-41-8317	Advertising	5,677	5,355	2,150	5,750	-
40-41-8361	Telephone – General	2,764	3,560	2,400	3,360	6,500
40-41-8362	Telecom – Networking	3,023	3,000	3,000	3,200	4,400
40-41-8363	Telephone – cellular	831	720	600	850	-
40-41-8406	General Repairs	-	2,040	-	-	-
40-41-8409	Info System – Maintenance	-	2,000	-	2,000	10,000
40-41-8410	Equipment Maintenance	580	800	-	800	500
40-41-8411	Software Hosting	4,385	5,000	5,000	5,000	-
40-41-8412	Computer Equipment & Supplies	1,788	500	-	750	-
40-41-8413	Miscellaneous Small Tools	245	500	-	750	-
40-41-8415	Computer Software	960	500	500	750	-
40-41-8416	Community Center/Pool Equipment	2,305	-	4,000	4,000	2,500
40-41-8424	Postage	-	250	-	250	-
40-41-8425	Office Supplies	4,528	4,080	4,000	4,000	4,500
40-41-8440	Landscape Maintenance	23,524	15,000	14,000	15,300	20,000
40-41-8441	Building Maintenance	15,739	15,000	13,500	17,000	14,000
40-41-8442	Pool Maintenance	11,944	3,060	12,500	15,000	14,000
40-41-8451	Insurance Liability & Property	6,000	6,000	6,120	6,120	7,300
40-41-8466	Permits & Fees	1,167	2,000	1,000	2,000	1,000
40-41-8469	Personal Protective Equipment	1,225	1,000	600	1,000	1,500
40-41-8470	Safety Equipment and Supplies	359	1,020	300	1,000	-
40-41-8481	Utilities/Electrical Cost	41,112	26,000	40,000	31,500	40,000
40-41-8482	Utilities/Water Cost	11,791	14,000	13,000	13,000	13,000
40-41-8483	Utilities/Waste Cost	6,496	6,000	5,500	6,000	6,000
40-41-8495	Chemicals	8,458	10,000	14,000	12,000	15,000
40-41-8526	Miscellaneous Bank Charges	4,276	3,500	3,500	3,800	3,300
40-41-8527	Miscellaneous Services & Supplies	4,440	510	575	2,000	4,000
40-41-8535	Credit Memo	4,010	-	-	-	-
40-41-8543	Program Fees	29,677	30,000	27,000	33,750	36,000
40-41-8550	Property Taxes	470	500	470	510	500
	<b>Subtotal – Expenses</b>	<b>928,475</b>	<b>920,477</b>	<b>961,734</b>	<b>956,262</b>	<b>1,134,688</b>
	<b>Net Revenues (Loss)</b>	<b>\$ 134,800</b>	<b>\$ (42,820)</b>	<b>\$ 44,862</b>	<b>\$ 41,548</b>	<b>\$ 1763</b>

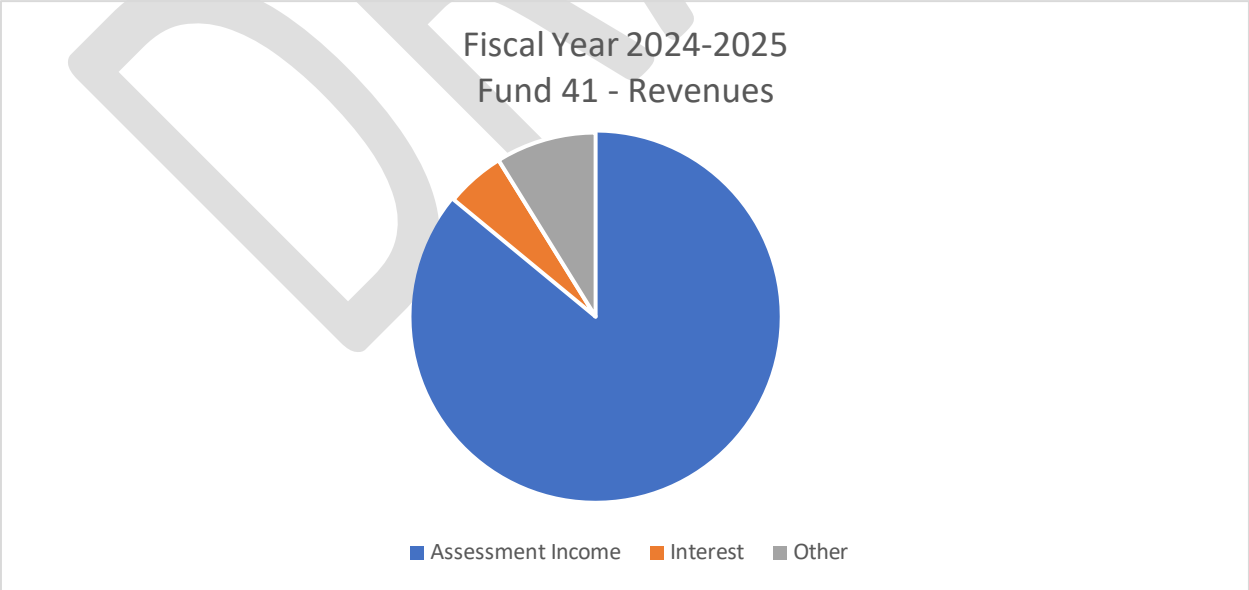
# FUND 41

## ZONE 9 (Ravenswood)

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

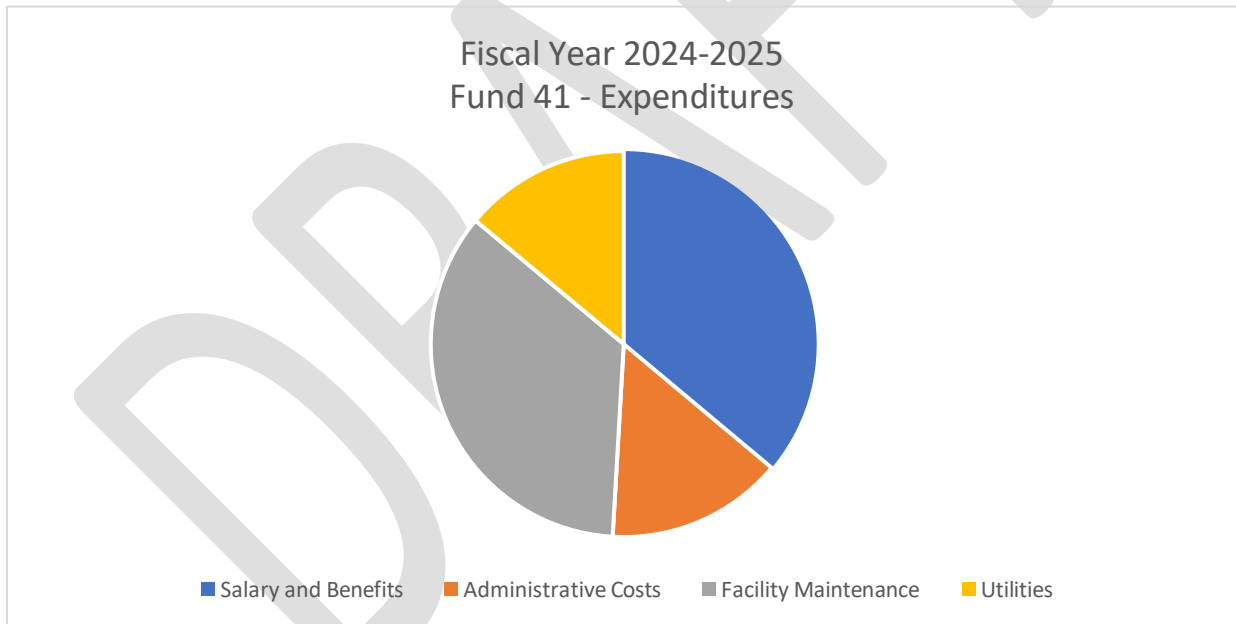
Five Year Trend - Fund 41 Revenues					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	<b>Budget</b>
Assessment Income	145,113	150,634	158,161	156,720	<b>170,999</b>
Interest	-	-	2,539	4,200	<b>10,000</b>
Other	15,499	20,688	11,452	13,000	<b>17,000</b>
	\$ 160,612	\$ 171,322	\$ 172,152	\$ 173,920	<b>\$ 197,999</b>

Over the course of the five-year period, there has been a steady small increase that is reflected CPI (Consumer Price Index) increase calculated on the assessment charge. This rate is evaluated as part of the annual process to update the engineer’s report. Starting in FY 2024- 2025, the District started earning funds on its reserve balances, and this has complemented the District’s revenues. The other represents the reimbursement from Contra Costa County for the costs incurred by the District for the use of equipment to maintain the landscape for the Special Zones (County zones 35, 57, and 61).



Five Year Trend - Fund 41 Expenses					
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Budget	Budget
Salary and Benefits	42,553	28,027	37,610	60,045	<b>65,210</b>
Administrative Costs	23,708	25,507	25,241	26,250	<b>26,800</b>
Facility Maintenance	29,739	28,434	56,091	41,750	<b>63,500</b>
Utilities	20,787	24,902	22,246	28,600	<b>25,200</b>
Total Expenditures	\$ 116,787	\$ 106,870	\$ 141,188	\$ 156,645	\$ <b>180,710</b>

The cost increases over the five-year period are the labor costs both internally and through a third-party contractor to ensure that the park and streetscape are appropriately maintained.



Salary and Benefits	65,210	36%
Administrative Costs	26,800	15%
Facility Maintenance	63,500	35%
Utilities	<u>25,200</u>	<u>14%</u>
	<b>\$ 180,710</b>	<b>100%</b>

## Fund Detail

Fund 41 - Zone 9		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025
		Actual	Budget	Projected	Budget	Budget
41-31-5120	Assessment Income	158,161	153,647	164,797	156,720	170,999
41-31-5195	Interest Income	2,539		12,000	4,200	10,000
41-31-5226	CCC Vehicle Reimbursement	12,722	13,000	18,000	13,000	17,000
	Subtotal - Revenues	<b>173,423</b>	<b>166,647</b>	<b>194,797</b>	<b>173,920</b>	<b>197,999</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
41-41-7000	Salary and Wages	37,777	46,799	45,000	59,545	53,845
41-41-7001	Overtime	-	500	-	500	-
41-41-7003	ER Taxes	-	-	-	-	4,765
41-41-7105	Reimbursement of Insurance		-	-	-	6,600
41-41-7180	Training Conferences Travel	1,093	1,000	-	1,000	1,000
41-41-7210	Dues and Subscriptions		50		50	-
41-41-7225	Memberships		400	-	400	-
41-41-7271	Consulting Services	1,680	2,000	2,200	2,500	2,200
41-41-7286	Legal - General	688	1,000	-	1,000	1,000
41-41-7301	Annual Audit Service	2,000	2,000	2,000	2,000	2,500
41-41-7317	Advertising	-	100	55	100	-
41-41-7361	Telephone - General	258	500	300	500	2,000
41-41-7362	Telecom - Networking		700		700	-
41-41-7363	Telephone - cellular	1,449	1,200	1,000	1,200	-
41-41-7376	Construction Material Repair		200		200	-
41-41-7392	Vehicle & Equipment - Fuel	6,639	6,000	7,500	7,500	7,500
41-41-7393	Vehicle & Equipment - Sup & Rep	374	2,000	6,500	3,250	6,000
41-41-7406	General Repairs		100		100	-
41-41-7409	Info System - Maintenance	110	1,000	-	1,000	2,000
41-41-7410	Equipment Maintenance	2,713	1,500	1,000	1,500	1,500
41-41-7412	Computer Equipment & Supplies	656	750	-	750	-
41-41-7413	Miscellaneous Small Tools	3,493	2,500	1,500	2,500	2,500
41-41-7414	Equipment Repair		1,250		-	-
41-41-7415	Computer Software	163		275	-	-
41-41-7421	Cleaning Supplies		500		500	-
41-41-7422	Minor equipment/furniture		500		500	500
41-41-7424	Postage		50	-	50	-
41-41-7425	Office Supplies	430	500	-	500	500
41-41-7439	Equipment Rental/Leasing	1,428	1,000	500	1,000	1,000
41-41-7440	Facility Landscape Maintenance	52,194	21,000	44,130	30,000	50,000
41-41-7441	Building Maintenance	700	1,000	-	1,000	1,000
41-41-7451	Insurance Liability & Property	3,000	3,000	3,300	3,300	5,000
41-41-7466	Permits & Fees		500		500	100
41-41-7469	Personal Protective Equipment	1,841	3,000	3,000	3,000	3,000
41-41-7481	Utilities/Electrical Cost	635	1,600	1,000	1,600	1,200
41-41-7482	Utilities/Water Cost	20,019	25,500	22,000	26,000	22,000
41-41-7483	Utilities/Waste Cost	1,592	3,000		1,000	2,000
41-41-7527	Miscellaneous Services & Supplies	2	1,000	500	1,000	500
41-41-7545	Revenue Collection	423	600	423	600	500
	Subtotal - Expenses	<b>141,356</b>	<b>134,299</b>	<b>142,182</b>	<b>156,845</b>	<b>180,710</b>
	Net Revenues (Loss)	<b>\$ 32,067</b>	<b>\$ 32,348</b>	<b>\$ 52,616</b>	<b>\$ 17,076</b>	<b>\$ 17,289</b>

# FUND 50

## PUBLIC FINANCING AUTHORITY

The District tracks the bond funds through a separate fund which includes the semi-annual debt service payments for the debt incurred to support the District’s large capital projects. The principal and interest payments are paid by the water and wastewater funds thereby show incoming revenues equal the outgoing payments.

In addition, the District will track the capital expenditures of the debt proceeds within this fund and upon completion of the project will record the completed project to the respective funds. As these costs are not operating costs, they are not reflected in the operating budget. However, the District has identified these construction proceeds with Section 8 for the discussion on the Capital Projects and provide the debt service repayment schedule.

# FUND 60

## COMMUNITY CENTER

Starting in FY 2024-2025, the District started earning funds on its reserve balances, and this has complimented the District’s revenues. Based on estimated rates expected in the money market and California CLASS, it is estimated these funds will be \$20,000. The funds will help support the programming costs in Fund 40. As the District intends to use the reserves to pay for essential capital projects, it is anticipated that these funds will diminish.





## Section 7: CAPITAL IMPROVEMENT PLAN AND FUNDING SOURCE

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# CAPITAL IMPROVEMENT PLAN AND FUNDING SOURCE

The Capital Improvement Projects for Fiscal Year 2024-2025 are valued at \$12.9 million across all funds. The budgeted projects include funding necessary to properly service, support the essential supply and functions of District operations, continued rehabilitation and replacement of existing wastewater and water facilities and distribution system, equipment purchases, lighting and landscaping projects, enhancements at the Community Center and an administration building.

For the Water and Wastewater operations, the process to determine the necessary investment begins with reviewing existing facilities and determining if the asset condition is reaching the end of useful life. These projects are identified by District staff, third-party contract operator and consultants who assist in overseeing the District’s operations. The discussions also lend itself to identifying new projects to meet the demand of the Discovery Bay community and customers. In the determination of these project costs during the current year, the District has assumed an escalation factor of 12% per year. For the landscaping and community center capital projects, the staff reviewed existing records to understand the current state of the projects and made observations to bring forth recommended projects.

## Overview of Fiscal Year 2024-2025 Capital Projects

Fund	Project Costs	2022 Debt	Future Debt	PAYGO/Reserves
20 – Water	\$8,585,696	\$4,953,044	\$860,081	\$2,772,571
21 – Wastewater	\$2,931,260	-	-	\$2,931,260
40 – Zone 8	\$1,110,000			\$1,110,000
41 – Zone 9	\$250,000	-	-	\$250,000
<b>Total CIP</b>	<b>\$12,876,956</b>	<b>\$4,953,044</b>	<b>\$860,081</b>	<b>\$7,063,831</b>

In lieu of the actual future debt in place at this time, the District will establish a reimbursement resolution that will allow the future debt to reimburse the District until it is determined the most opportune time to issue.

# WATER:

## 5-YEAR CIP SCHEDULE

Project Name	Total Project Costs as of June 2024	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
<b>ANTICIPATED CASH FLOW</b>							
<i>(Escalated for anticipated CPI)</i>							
CIP for Water Supply Capacity (Source, Treatment and Storage)							
Well 8 (Bond)	6,178,639	4,953,044	-	-	-	-	4,953,044
Decommission Well 5A	251,000	-	281,120	-	-	-	281,120
<b>TOTAL</b>	<b>6,429,639</b>	<b>4,953,044</b>	<b>281,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,234,164</b>
Upgrades and Maintenance for Existing Water Supply Facilities							
Well 7 Rehabilitation	150,000	-	168,000	-	-	-	168,000
Filter Replacement (Newport Filter A)	310,000	-	-	388,864	-	-	388,864
Stabilization Soils- Willow Lake Water Treatment Plant	100,000	-	-	-	-	157,352	157,352
Well 2 Upgrade Electrical Panel	231,000	-	-	289,766	-	-	289,766
Well 6 Upgrade from SSRV to VFD to Improve Operational Flexibility	250,000	-	-	-	-	393,380	393,380
Gates-Newport & Willow Lake	100,000	-	-	125,440	-	-	125,440
<b>TOTAL</b>	<b>2,896,798</b>	<b>-</b>	<b>168,000</b>	<b>804,070</b>	<b>-</b>	<b>550,732</b>	<b>1,522,802</b>
Water Distribution System/Pipeline Replacements							
Mainline Pipeline	28,669,350	860,081	18,921,771	12,835,268	-	-	32,617,119
Marina Underwater Crossing	682,561	682,561	-	-	-	-	682,561
Newport & Sandpoint Underwater Crossing	3,625,400	-	-	1,250,618	3,692,734	-	4,943,352
<b>TOTAL</b>	<b>32,977,311</b>	<b>1,542,641</b>	<b>18,921,771</b>	<b>14,085,886</b>	<b>3,692,734</b>	<b>-</b>	<b>38,243,032</b>
Additional Capital Improvements - Water Distribution System & Maintenance							
Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants	60,000	60,000	-	-	-	-	60,000
Willow Lake WTP SCADA Improvements	290,000	-	-	363,776	-	-	363,776
Asset Management Database	63,884	-	71,550	-	-	-	71,550
Cathodic Protection System Improvements	166,727	30,011	153,122	-	-	-	183,133
<b>TOTAL</b>	<b>580,611</b>	<b>90,011</b>	<b>224,672</b>	<b>363,776</b>	<b>-</b>	<b>-</b>	<b>678,459</b>
Other Projects							
Town Administration Building	5,750,000	2,000,000	4,200,000	-	-	-	6,200,000
<b>TOTAL</b>	<b>5,750,000</b>	<b>2,000,000</b>	<b>4,200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,200,000</b>
<b>Annual Total</b>	<b>48,634,359</b>	<b>8,585,696</b>	<b>23,795,563</b>	<b>15,253,732</b>	<b>3,692,734</b>	<b>550,732</b>	<b>51,878,457</b>

As part of the current cost-of-service study, understanding the anticipated future capital projects, the associated costs, and timing with the operating costs with guide the determination of the account charge and metered rates over the next rate cycle. In addition to the above factors, staff evaluated if there are sufficient funds within the revolving funds to pay for the costs, or if future debt is expected. During this five-year period, staff have identified two projects where the issuance of debt would be needed to complete these essential projects. Those projects include the mainline pipeline and the Newport and Sandpoint underwater crossing.

	2022 Debt	Future Debt/ Rates	Revolving Funds	Total
FY2025	\$4,953,044	\$860,081	\$2,772,572	\$8,585,696
FY2026	-	\$18,921,771	\$4,873,792	\$23,795,563
FY2027	-	\$14,085,886	\$1,167,846	\$15,253,732
FY2028	-	\$3,692,734	-	\$3,692,734
FY2029	-	-	\$550,732	\$550,732
<b>Total</b>	<b>\$4,953,044</b>	<b>\$37,560,471</b>	<b>\$9,364,942</b>	<b>\$51,878,457</b>

# FUND BALANCE

Fund 20 - Water	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
<b>Revolving Funds</b>					
Water Infrastructure Replacement Fund	200,000	1,418,728	84,982	(682,561)	821,149
Booster Pump Replacement Fund	20,000	256,000	20,000		276,000
Generators Replacement Fund	10,000	120,000	10,000		130,000
Facility Replacement Fund	10,000	126,000	10,000		136,000
Vehicle Replacement Fund	10,000	91,426	10,000		101,426
<b>Total Revolving Funds</b>	<b>250,000</b>	<b>2,012,154</b>	<b>134,982</b>	<b>(682,561)</b>	<b>1,464,575</b>
<b>Reserves</b>					
Emergency Reserves	30% of Revenues	1,674,000			1,674,000
Capital and Connection Fee		2,044,157		(2,000,000)	44,157
Water Distribution Line Replacement		1,032,000			1,032,000
Capital Reserve		-			-
Undesignated		1,401,338		(90,011)	1,311,327
<b>Total Reserves</b>		<b>6,151,495</b>	<b>-</b>	<b>(2,090,011)</b>	<b>4,061,484</b>
<b>Total Water Funds</b>	<b>\$ 250,000</b>	<b>\$ 8,163,649</b>	<b>\$ 134,982</b>	<b>\$ (2,772,572)</b>	<b>\$ 5,526,059</b>

In review of the District’s fund balance for the water fund, the District has several sources of these revenues including annual PAYGO contribution, funds received from developers for the capacity and connection fee, and any net revenues earned above the anticipated annual target. For Fiscal Year 2024-2025, the net revenues fell short of the annual contribution target of \$250,000.

Through the cost-of-service study, the District plans to address the difference, and adjust rates in the next study to provide sufficient funding for the District to achieve its annual contribution. The higher anticipated operating costs were the reason for the shortfall. The District had originally planned to bring recommended rates for Fiscal Year 2024-2025 but deferred the study to gather more information to present the basis and value of future rate increases. This will also address the funding strategy to pay for capital projects through cash or debt.

District staff will be evaluating the annual contribution target to ensure the amounts reflect current estimates of replacement and rehabilitation of the District’s capital asset investments.

# WASTEWATER: 5-YEAR CIP SCHEDULE

Project Name	CIP Cost	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
<b>ANTICIPATED CASH FLOW</b>						
<i>(Escalated for anticipated CPI)</i>						
<b>Annual Wastewater Lift Station Improvements</b>						
Lift Station(s) D 23/24, S 24/25, A 25/26, C 26/27	800,000	200,000	224,000	250,880	280,986	-
<b>TOTAL</b>	<b>800,000</b>	<b>200,000</b>	<b>224,000</b>	<b>250,880</b>	<b>280,986</b>	<b>-</b>
<b>Additional Capital Improvements - Wastewater System &amp; Maintenance</b>						
Plant 2 RAS & WAS Pumping System- Covering Structure Installation	169,560	169,560	-	-	-	-
Belt Press WWTP#2	600,000	-	672,000	-	-	-
Digester Pond WWTP#2	1,200,000	-	672,000	752,640	-	-
<b>TOTAL</b>	<b>1,969,560</b>	<b>169,560</b>	<b>1,344,000</b>	<b>752,640</b>	<b>-</b>	<b>-</b>
<b>Mainline Piping Replacement</b>						
235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)	250,000	-	280,000	-	-	-
<b>TOTAL</b>	<b>250,000</b>	<b>-</b>	<b>280,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Projects</b>						
Town Administration Building	5,750,000	2,000,000	4,200,000	-	-	-
O&M Manual update after the completion of Denitrification	100,000	100,000	-	-	-	-
<b>TOTAL</b>	<b>5,850,000</b>	<b>2,100,000</b>	<b>4,200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Equipment</b>						
Solar Dryer panel replacement A&B then C&D	490,000	161,700	181,104	208,983	0	0
Roller track system (replacing the mole system)	400,000	150,000	280,000	0	0	0
<b>Total</b>	<b>890,000</b>	<b>311,700</b>	<b>461,104</b>	<b>208,983</b>	<b>0</b>	<b>0</b>
<b>Veolia Capital Planning Recommendations</b>						
Replace Newport Village 1, Slifer above ground Pipeline	500,000	0	560,000	0	0	0
Replace Dump Truck Method of Solids Transport or Replace Vehicle	100,000	0	112,000	0	0	0
Gates WWTP#2	100,000	100,000	0	0	0	0
Gate WWTP#1	50,000	50,000	0	0	0	0
Upgrade Remaining Radio Communications to Cell/Net Service	85,000	0	95,200	0	0	0
Vac Truck Garage/Cover	250,000	0	280,000	0	0	0
Stationary Lift station Generators (Newport & Lakeshore)	175,000	0	196,000	0	0	0
Lakes Village 4 & Lakeshore Village 2 Lift station Rehab and Bypass	607,800	0	680,736	0	0	0
<b>Total</b>	<b>1,867,800</b>	<b>150,000</b>	<b>1,923,936</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Annual Total</b>	<b>11,627,360</b>	<b>2,931,260</b>	<b>8,433,040</b>	<b>1,212,503</b>	<b>280,986</b>	<b>0</b>

Like the water CIP, the wastewater projects will be evaluated with the current cost of service study to help guide the needed rates over this period. Based on the current identified projects, the District anticipated the funding source to be as follows:

	2022 Debt	Future Debt/ Rates	Revolving Funds	Total
FY2025	-	-	\$2,931,260	\$2,931,260
FY2026	-	\$2,707,827	\$5,725,213	\$8,433,040
FY2027	-	\$1,012,503	\$200,000	\$1,212,503
FY2028	-	\$80,986	\$200,000	\$208,986
FY2029	-	-	-	-
<b>Total</b>	<b>-</b>	<b>\$3,801,316</b>	<b>\$9,056,473</b>	<b>\$12,857,789</b>

The District has fully spent the 2022 Bonds for the Denitrification project, and no funds remain.

# Fund Balance

Fund 21 - Wastewater	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
<b>Revolving Funds</b>					
Wastewater Infrastructure Replacement Fund	200,000	2,550,000	200,000	(411,700)	2,338,300
Collection Pumps & Motors Replacement Fund	30,000	384,000	30,000		
Generators Replacement Fund	15,000	180,000	15,000		195,000
Facility Replacement Fund	15,000	189,000	15,000	(150,000)	54,000
Vehicle Replacement Fund	15,000	117,560	15,000		132,560
Manhole Replacement Fund	100,000	100,000	100,000		200,000
<b>Total Revolving Funds</b>	<b>\$ 375,000</b>	<b>\$ 3,520,560</b>	<b>\$ 375,000</b>	<b>\$ (561,700)</b>	<b>\$ 2,919,860</b>
<b>Reserves</b>					
Emergency Reserves	30% of Revenues	2,108,550			2,108,550
Capital and Connection Fee		384,820		(369,560)	15,260
Capital Reserves		5,490,689	372,084	(2,000,000)	3,862,773
Undesignated		1,268,817			1,268,817
<b>Total Reserves</b>		<b>\$ 9,252,876</b>	<b>\$ 372,084</b>	<b>\$ (2,369,560)</b>	<b>\$ 7,255,400</b>
<b>Total Wastewater Funds</b>	<b>\$ 375,000</b>	<b>\$ 12,773,436</b>	<b>\$ 747,084</b>	<b>\$ (2,931,260)</b>	<b>\$ 10,175,260</b>

In review of the District’s fund balance for the wastewater fund, the District has several sources of these revenues including annual PAYGO contribution, funds received from developers for the capacity and connection fee, and any net revenues earned above the anticipated annual target. For Fiscal Year 2024-2025, the anticipated net revenues exceeded the annual contribution target of \$375,000, and those funds are reflected in the capital reserves fund.

For future years, there is a continual draw on reserves or debt anticipated of approximately \$3.8 million which will need to be addressed by the cost-of-service study. The District had originally planned to bring recommended rates for Fiscal Year 2024-2025 but deferred the study to gather more information to present the basis and value of future rate increases. In addition, District staff will be evaluating the annual contribution target to ensure the amounts reflect current estimates of replacement and rehabilitation of the District’s capital asset investments.

## Zone 8:

### 5-YEAR CIP SCHEDULE

Project Name	CIP Cost	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
<b>ANTICIPATED CASH FLOW</b>						
<b>Landscaping - Streetscape and Parks</b>						
Front Entrance /Wall	175,000	175,000	-	-	-	-
Clipper Drive	50,000	50,000	-	-	-	-
Willow Lake	40,000	-	40,000	-	-	-
Newport Drive	150,000	-	150,000	-	-	-
Cornell Park Play Structure	200,000	200,000	-	-	-	-
Cornell Park Tennis/Pickleball Court	40,000	-	-	-	-	40,000
Cornell Park Basketball Court	40,000	-	-	-	-	40,000
Cornell Park Baseball Field	40,000	-	-	-	40,000	-
<b>Total Landscaping</b>	<b>\$ 735,000</b>	<b>\$ 425,000</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 80,000</b>
<b>Community Center</b>						
Building Improvements	625,000	525,000	25,000	25,000	25,000	25,000
External Storage	90,000	90,000	-	-	-	-
Patio Project	250,000	50,000	200,000	-	-	-
Pool Equipment	40,000	20,000	5,000	5,000	5,000	5,000
Tennis courts	50,000	-	50,000	-	-	-
Pickleball courts	30,000	-	-	-	-	30,000
<b>Total Community Center</b>	<b>\$ 1,085,000</b>	<b>\$ 685,000</b>	<b>\$ 280,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>
<b>Vehicles</b>						
Truck	35,000	-	-	-	35,000	-
Tractor	40,000	-	-	-	-	40,000
<b>Total Vehicles</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>
<b>Total Zone 8</b>	<b>\$ 1,895,000</b>	<b>\$ 1,110,000</b>	<b>\$ 470,000</b>	<b>\$ 30,000</b>	<b>\$ 105,000</b>	<b>\$ 180,000</b>

The District funds the capital projects through the annual revenues generated through the property tax. In any given year, the District sets the operating budget to achieve an annual set aside into the District's revolving funds. This allows for sufficient funding to be available in the year of the anticipated capital investment. On occasion, the District may receive funding from developers for a community center fee or a park enhancement fee and will track these costs to show how these funds are being spent.

## Fund Balance

	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
<b>Revolving Funds</b>					
Community Center	45,000	45,000			45,000
Streetscapes/Parks	40,000	176,299		(50,000)	126,299
Vehicle Replacement	10,000	40,000		-	40,000
<b>Total Revolving</b>	<b>\$ 95,000</b>	<b>\$ 261,299</b>	<b>\$ -</b>	<b>\$ (50,000)</b>	<b>\$ 211,299</b>
<b>Reserves</b>					
Undesignated	-	212,896	1,763	(90,000)	124,659
Designated Fund		965,891	-	(900,000)	65,891
Park Enhancement Fee	-	50,540	-		50,540
Community Center Fee	-	70,000	-	(70,000)	-
Emergency Reserves	50% of Annual Operating Revenue	567,500	-	-	567,500
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ 1,866,827</b>	<b>\$ 1,763</b>	<b>\$ (1,060,000)</b>	<b>\$ 807,139</b>
<b>Total Zone 8</b>	<b>\$ 95,000</b>	<b>\$ 2,128,126</b>	<b>\$ 1,763</b>	<b>\$ (1,110,000)</b>	<b>\$ 1,019,889</b>

Net revenues for the year did not provide sufficient funds to add to the annual target. However, the District is still awaiting the Department of Finance notification of the anticipated ad valorem taxes. Understanding the capital needs of the District and the ongoing operational costs will help the District to evaluate other potential revenue sources so that sufficient funds will be available to cover these costs. The District does have some funds received several years ago that should be used towards parks and recreation projects and the investment made this year at the Community Center and the Discovery Bay front sign will utilize these funds. Lastly, the funds received from developers also fund community and park projects and these amounts are separately tracked to reflect how these are used.



## Zone 9:

### 5-YEAR CIP SCHEDULE

Project Name	CIP Cost	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
		<b>ANTICIPATED CASH FLOW</b>				
<b>Landscaping - Streetscape and Parks</b>						
Ravenswood Park - Splash Pad	-	200,000	-	-	-	-
Ravenswood Park - Solar Lighting	10,000	-	10,000	-	-	-
Ravenswood Park - Greenscape	50,000	-	50,000	-	-	-
Greenway - Lighting	20,000	-	20,000	-	-	-
Poe Road	50,000	50,000	-	-	-	-
<b>Total Landscaping</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicles</b>						
Truck	9,000	-	-	-	9,000	-
Tractor	10,000	-	-	-	-	10,000
<b>Total Vehicles</b>	<b>\$ 19,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>
<b>Total Zone 9</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>

The District funds the capital projects through the annual assessment fee. In any given year, the District sets the operating budget to achieve an annual set aside into the District's revolving funds. This allows for sufficient funding to be available in the year of the anticipated capital investment.

### Fund Balance

	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
<b>Revolving Funds</b>					
Park Structures	25,000	100,000	17,289	(117,289)	-
Streetscapes/Parks	10,000	10,000	-	-	10,000
Vehicle Replacement	5,000	35,000	-	-	35,000
<b>Total Revolving</b>	<b>\$ 40,000</b>	<b>\$ 145,000</b>	<b>\$ 17,289</b>	<b>\$ (117,289)</b>	<b>\$ 45,000</b>
<b>Reserves</b>					
Undesignated	-	123,081	-	(82,711)	40,370
Capital Reserves	-	53,160	-	(50,000)	3,160
Emergency Reserves	50% of Annual Operating Revenue	96,243	-	-	96,243
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ 272,484</b>	<b>\$ -</b>	<b>\$ (132,711)</b>	<b>\$ 139,773</b>
<b>Total Zone 9</b>	<b>\$ 40,000</b>	<b>\$ 417,484</b>	<b>\$ 17,289</b>	<b>\$ (250,000)</b>	<b>\$ 184,773</b>

While the District's net revenue did not provide for the full target, the Assessment District has a cap of on reserves to be 200% of its total operating income. Per the Assessment formation, the Fiscal Year 2024-2025 balance should not exceed \$330,970.

## CIP Project Descriptions

### Administration Project

**Administration Building** – Due to regulatory requirements, the District needs to maintain separate access to its Willow Lake treatment plant from its administration building. The location of the current administration building is a mobile unit and could provide direct access to the public to this potable drinking facility. The District has been exploring these options and has narrowed its decision to provide a separate building so that the public may have access to inquire, pay its water bills, or attend meetings. The costs associated with this project are land, sitework and a mobile modular constructed as a building. This project costs will be split between the water and wastewater funds.

### Water Projects

**Well 8** - The District is currently finalizing design of the Well 8 pump station project which includes the well, pump, an iron and manganese treatment system, sodium hypochlorite feed system, concrete masonry building to house the sodium hypochlorite tank, analyzer, and related equipment. Project also includes a backwash reclaim tank, motor control center, diesel generator, and other general site improvements. Well 8 will provide the TODB with increased water supply reliability to meet the increasing water demands due to construction of new subdivisions.

**Well 5A Decommissioning** – this well has continued to have electrical conductivity (EC) levels above the secondary Maximum Contaminant Level (MCL) as established by Title 17 and 22 of the California Regulations related to Drinking Water. As such, the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) has agreed to allow the District to decommission the site.

**Well 7 rehab** - Through the TODB biennial well and pump testing program, the District can track the specific capacity of each well. Decline in specific capacity is typically an indication of clogging in the well screens or gravel pack. This project includes the efforts/costs to rehabilitate two wells if needed.

**Newport Filter A** - This project consists of the work associated with rehabilitating Filter A at the Newport WTP. Specific project work includes recoating and relining the filter vessel, replacing piping internals, replacing filter media, and testing and startup/commissioning to bring the filter back online to the system.

**Stabilization Soils Project** - Asphalt pavement cracking and evidence of site subsidence has been observed at the Willow Lake and Newport WTPs as of several years ago. This project includes the scope of work to perform a floor level survey, collect borings, and develop a report with conclusions as to the probable cause of observed settlement/cracking and provided recommendations for stabilizing and repair of the distressed areas, if necessary.

**Well 2 Electrical Panel Upgrade** - The project consists of the work to replace aging electrical equipment at the Well #2 site.

**Well 6 Variable Frequency Drive (VFD) Project** - this project is to replace the steady state reduced voltage (SSRV) starter at the Well 6 site with a variable frequency drive (VFD) which will allow operational flexibility to operate the well pump motor at different speeds and as a result the ability to pump at different flow rates through the onsite WTP filters depending on other pumps in operation onsite.

**Mainline Pipeline Project** - This project consists of abandoning in-place about 8-miles out of about 18-miles of asbestos cement (AC) pipe present in the TODB water system. The 8 miles of AC pipe to be replaced as part of this project is over 50 years old and deteriorating at an advanced rate due to corrosive soils within the TODB footprint. This project will include installation of 8-miles of PVC pipe, valves, fire hydrants, cathodic protection, paving, service connections, etc. This project will also facilitate the abandonment of 5 underwater crossings present in the water system. The remaining approximate 10 miles of AC pipe 40 years of age or less will be replaced as part of a future project as funds are available.

**Marina Underwater Crossing** - This project adds a Primus Line liner to the existing 8-inch pipe crossing under the surface water body between the Marina Harbor and 5758 Marlin Drive. The existing water main is broken and is currently isolated from the system. This project will return the water main to active service. Also, this project will install a cathodic protection system on the Marina side.

**Newport and Sandpoint Underwater Crossing** - The project consists of performing an initial feasibility study and replacing the existing 8-inch asbestos cement pipe underwater crossing in Newport Bay from Sand Point Court to Newport Lane with an initially proposed 12-inch HDPE pipe via horizontal directional drilling. The existing underwater crossing is undersized and creates a hydraulic bottleneck for the TODB to move water from east to west or vice versa.

## Wastewater Projects

**Lift Stations** – rehabilitation of lift station of Programming Language Controls (PLC) and control panels

**Plant 2 RAS & WAS Pumping System - Covering Structure Installation:** This project is to add a weather cover over the RAS pump station at Plant No. 2 to reduce sun and rain wear on the pumps that currently sit outside and unprotected.

**Replace Belt Press WWTP#2** - Belt Press No. 1 does not function and is beyond its useful life. Veolia needs to replace it to keep up with the sludge dewatering capacity needed at Plant No. 2.

**Digester Pond WWTP#2** - As influent loading is increasing at Plant No. 2, a new digester pond is needed to help digest and equalize solids prior to dewatering.

**235 feet of pipe replacement** (Lakeview Business Plaza from Cherry Hills). The District has had issues with some piping deteriorating when it's associated with a force main breaking to atmosphere. This pipe conveys sewage from the shopping center to Cherry Hills Drive.

## Zone 8 Landscape and Community Center Projects

**Streetscapes** – this project is to replace and refresh the landscaping along roads including Willow Lake and Newport Drive during this five-year period.

**Cornell Park** – As the cornerstone park, it provides a variety of outlets to enjoy the park. A series of projects are planned to update the playground structure, the baseball field, and courts.

**Community Center** – the costs associated with this line represent building improvements at the Community Center including electrical panel upgrades, storage, and painting the facility. In addition, funds will be spent on the courts and pool over this period.

**Discovery Bay Signage** – this project is to replace the worn aspects of main signage as one enters Discovery Bay.

## Zone 9 Landscape Projects

**Ravenswood Park**– The current splash pad has recurring operational issues and is at the end of its useful life. This project is to consider options to replace the existing structure as it is a community favorite.

**Streetscapes** – this project is to replace and refresh the landscaping along roads including Poe Road during this five-year period.



## Section 8: DEBT

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# DEBT

## Public Financing Authority

A Public Financing Authority (PFA) is a tax-exempt bond issuing authority created by local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, before issuing Revenue Bonds necessary to finance large capital projects, must first become a member of a financing authority. While there are several financing authorities throughout the state which the District could join and become a member, it is also common for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies with the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise. The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board that governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications for the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there will be significant interest cost savings for financing associated with the JPA.

Based on the official statement and other related bond documents of each of the District's bond transactions, the District does manage its debt management portfolio to ensure that rates are being set to meet the legal debt requirement of 1.25. The District does not issue debt for the governmental funds and therefore does not have a legal debt requirement.

# DEBT PROCEEDS

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below: *(all monies have been expended)*

2012 Bonded Projects	Bond Year	Project Cost
<b>Water Project Improvements</b>		
Planning & Construction of Well #7	2012	\$1,500,000
<b>Wastewater Project Improvements</b>		
UV Bank 4 Installation	2012	\$500,000
Lift Station F Rehabilitation	2012	\$1,050,000
Influent Pump station	2012	\$400,000
Re-Activate Pump Station W	2012	\$250,000
Emergency Storage Facilities	2012	\$6,050,000
Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators	2012	\$3,800,000
New Solar Dryer and Belt Presses	2012	\$300,000
Contingency	2012	
<b>Total</b>		<b>*\$14,100,000</b>

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: *\* investors paid a premium for these bonds, variance between \$8.825M and \$8.900M. (all monies have been expended)*

2017 Bonded Projects	Bond Year	Project Cost
<b>Water Project Improvements</b>		
Water Meter Completion Project	2017	\$1,500,000
<b>Wastewater Project Improvements</b>		
Filtration Project	2017	\$7,400,000
<b>Total</b>		<b>*\$8,900,000</b>

In 2022 the District issued its third Municipal bond for \$16,860,000. The projects under this bond are listed below: *\* investors paid a premium for these bonds, variance between \$16,860 and \$18.0M. Wastewater fees have been expended as of June 2024.*

2022 Bonded Projects	Bond Year	Project Cost
<b>Water Project Improvements</b>		
Well 8	2022	\$5,000,000
<b>Wastewater Project Improvements</b>		
Denitrification Project	2022	\$13,000,000
<b>Total</b>		<b>*\$18,000,000</b>

### Bond Balance 6/30/2024

Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$ 10,768,000
US Bank	2017	\$ 7,640,000
US Bank	2022	\$ 16,400,000
<b>Total</b>		<b>\$ 34,808,000</b>

### Water Only

Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$1,144,000
US Bank	2017	\$ 600,000
US Bank	2022	\$4,555,000
<b>Total</b>		<b>\$6,299,000</b>

### Wastewater Only

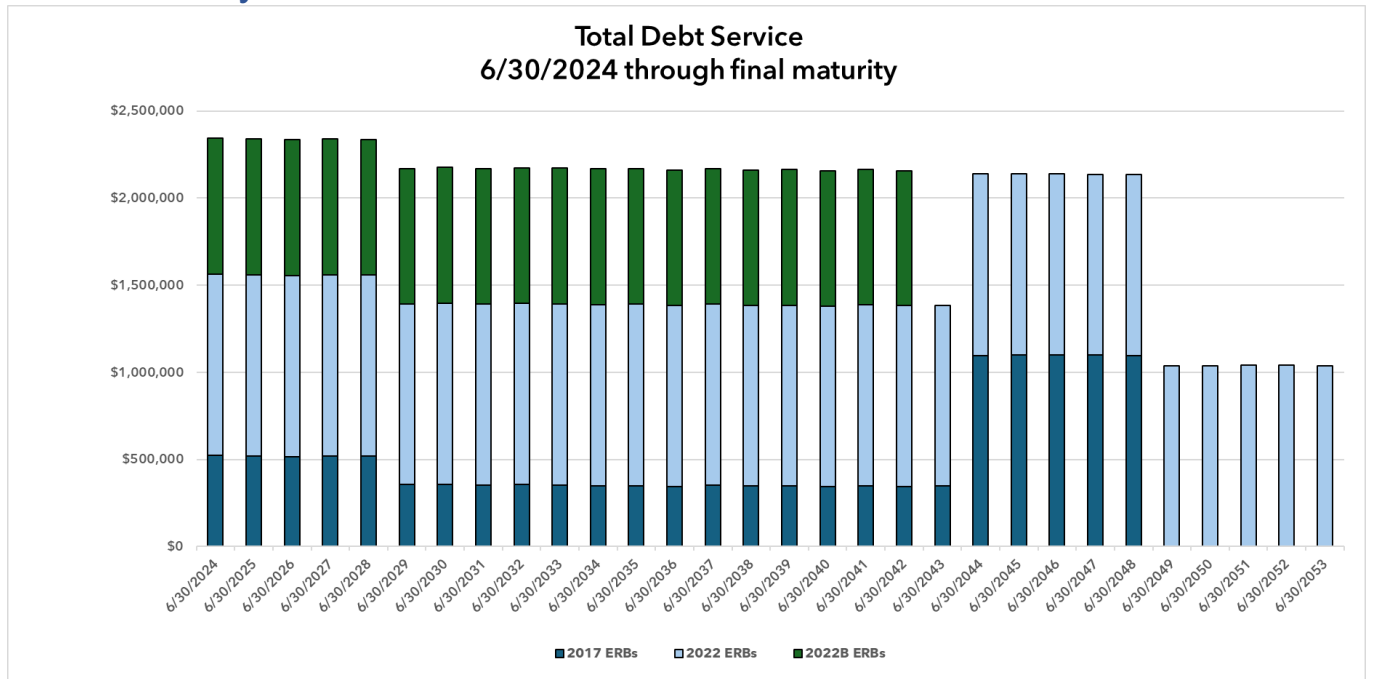
Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$9,624,000
US Bank	2017	\$7,040,000
US Bank	2022	\$11,845,000
<b>Total</b>		<b>\$28,509,000</b>



## Debt Service Payments

<b>Debt Service Schedule – Combined</b>			
<b>FYE</b>	<b>2017 ERBs</b>	<b>2022 ERBs</b>	<b>2022B ERBs</b>
6/30/2024	\$522,769	\$1,039,500	\$780,001
6/30/2025	\$518,194	\$1,041,625	\$779,381
6/30/2026	\$517,194	\$1,038,125	\$780,230
6/30/2027	\$520,569	\$1,039,000	\$779,530
6/30/2028	\$518,319	\$1,039,125	\$778,299
6/30/2029	\$355,169	\$1,038,500	\$776,537
6/30/2030	\$356,269	\$1,042,000	\$779,156
6/30/2031	\$352,769	\$1,039,625	\$776,155
6/30/2032	\$354,694	\$1,041,375	\$777,534
6/30/2033	\$351,478	\$1,042,125	\$780,170
6/30/2034	\$348,131	\$1,041,875	\$780,063
6/30/2035	\$349,569	\$1,040,625	\$778,266
6/30/2036	\$345,856	\$1,038,375	\$776,778
6/30/2037	\$351,900	\$1,040,000	\$777,529
6/30/2038	\$347,700	\$1,035,500	\$777,466
6/30/2039	\$348,100	\$1,034,875	\$780,518
6/30/2040	\$343,100	\$1,037,875	\$776,720
6/30/2041	\$347,900	\$1,039,375	\$778,073
6/30/2042	\$342,500	\$1,039,375	\$776,505
6/30/2043	\$346,900	\$1,037,875	
6/30/2044	\$1,095,700	\$1,043,150	
6/30/2045	\$1,098,300	\$1,040,450	
6/30/2046	\$1,099,300	\$1,041,650	
6/30/2047	\$1,098,700	\$1,036,750	
6/30/2048	\$1,096,500	\$1,040,650	
6/30/2049		\$1,039,000	
6/30/2050		\$1,036,500	
6/30/2051		\$1,041,750	
6/30/2052		\$1,039,625	
6/30/2053		\$1,035,250	
	<b>\$13,327,578</b>	<b>\$31,181,525</b>	<b>\$14,788,909</b>

# Debt Maturity Schedule



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## Section 9: ACRONYMS AND GLOSSARY

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# ACRONYMS AND GLOSSARY

CIP – Capital Improvement Program

CPI – Consumer Price Index

CY – Calendar Year

FY – Fiscal Year

PAYGO – Pay-As-You-Go

.....  
**Accrual Basis** – The basis of accounting under which transactions are recognized when they occur, regardless of timing of cash receipts and disbursements.

**Ad Valorem Tax** - An amount based on the value of a transaction or of a property. Generally imposed annually.

**Annual Comprehensive Financial Report** – An annual report intended to provide interested parties with a broad financial outlook.

**Assessment District** – a financing mechanism which enables cities, counties, and special districts to organize to aid in the development or improvement of a specific area.

**Balanced Budget** - A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

**Bond Fund** – Restricted funds used to pay for capital expenditures.

**Budget** – A balanced financial plan for a specified period.

**Capital Expenditure** – Costs incurred that will derive a future benefit and include the acquisition or upgrade of land, equipment, or facilities.

**Capital Improvement Program** – A multi-year plan identifying capital projects to be funded during the planning period.

**Consumer-Price-Index** - A measurement of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

**Debt Limit** - The legal maximum debt permitted by a municipal, state, or national government.

**Defeasance** – A provision that avoids a bond or loan when the borrower sets aside cash or bonds sufficient to service the borrower’s debt.

**Debt Coverage** – The ratio of annual net income to annual debt service.

**Debt Service** - Principal and interest payments on bonds or other debt instruments used to finance capital facilities.

**Designated Funds** - Unrestricted funds that can be used for any lawful purpose at the Board of Directors' discretion.

**Effluent** – Wastewater or other liquid, partially or completely treated or in its natural state, flowing from a treatment plant.

**EMMA** – Is the Electronic Municipal Market Access website that served as the official source for municipal securities data and documents for the Municipal Securities Rulemaking Board (MSRB).

**Enterprise Fund** – An entity with a self-balancing set of accounts established to record the financial position and results that pertain to a specific governmental activity.

**Financial Policies** – Document approved by the Board of Directors that identifies parameters through which West Basin operates and provides a standard in which fiscal performance can be reviewed.

**Fiscal Year** – The period the budget applies, July 1 through June 30.

**Fund Balance** – Represents the difference between assets and liabilities.

**Groundwater** – Water that has percolated into natural, underground aquifers; water in the ground, not water collected on the surface.

**Net Revenues** – the difference between revenues and expenses.

**Official Statement** – A legal statement which serves as the prospectus for a municipal bond. It is a disclosure of the finances surrounding the issue of the municipal bond and is prepared by the local or state government and its legal counsel. It also indicates how investors in the bonds will be repaid.

**Pay-As-You-Go** – The practice of funding construction expenditures from current operating revenues in-lieu of using debt proceeds.

**Potable** – Drinkable water. Conversely, non-potable means non-drinkable.

**Refunding Revenue Bonds** – A bond that retires another bond before the first bond matures. Refunding bonds may be issued for several reasons, but to reduce the cost of funding because of lower interest rates.

**Restricted Funds** – Funds restricted by a third party, by law, regulation, or contractual obligation.

**Revenue Bonds** – a municipal bond that guarantees repayment solely from revenues generated from the entity associated with the bonds, rather than a tax. The bonds are issued to construct or expand upon various revenue-generating entities.

**Revolving Fund** – a fund or account that remains available to finance an organization's continuing operations without any fiscal year limitation because the organization replenishes the fund by funding the account from net revenues.

**Standards & Poor's** - One of the nationally recognized statistical-rating organizations.

**Unrestricted Funds** – Funds not restricted by a third party, by law, regulation or by contractual obligation.

**Urban Water Management Plan** – A report prepared by a water purveyor to ensure the appropriate level of reliability of water service sufficient to meet the needs of its various categories of customers during normal, single dry or multiple dry years. The California Water Management Planning Act of 1983, as amended, requires urban water suppliers to develop a UWMP every five years in the years ending in zero and five.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2024-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ADOPTING THE OPERATING AND CAPITAL  
IMPROVEMENT BUDGETS FOR FISCAL YEAR  
2024-2025**

**WHEREAS,** The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1 of each year; and

**WHEREAS,** The Finance Manager has prepared and submitted to the Board of Directors a Proposed Operating and Capital Improvement Budget for the fiscal year beginning July 1, 2024 and ending on June 30, 2025; and

**WHEREAS,** The Board of Directors has considered the budget and the comments thereon and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2024-2025 budget, and as may be amended.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The annual Operating and Capital Improvement budget for the Town of Discovery Bay Community Services District for FY 2024-2025 is hereby adopted.

SECTION 2. The Budget Document for FY 2024-2025 is incorporated herein and is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19 TH DAY OF JUNE 2024.

\_\_\_\_\_  
Michael Callahan  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 19, 2024, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Dina Breitstein  
Board Secretary

**NOTICE OF PUBLIC HEARING**

June 19, 2024

FISCAL YEAR 2024-2025  
REVENUE, OPERATING AND CAPITAL BUDGETS

Notice is hereby given that on Wednesday, June 19, 2024, at 7:00p.m. in accordance with California Government Code section 61110, the Town of Discovery Bay Community Services District ("District") Board of Directors will hold a public hearing at their Regular Meeting to consider adopting a Resolution establishing the adoption of the draft budget for fiscal years 2024/2025.

A copy of the draft budget is available during normal business hours at the Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay, CA 94505 and on the District's website: [www.todb.ca.gov](http://www.todb.ca.gov). The public hearing will take place at the Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay, CA 94505. Attendance may be made via teleconference as noted on the meeting agenda.

**ECT 6830815 June 5, 2024**





**Thursday, April 11, 2024  
Regular Board of Trustees Meeting**

**5:30 PM**  
**Byron Union School District**  
**14301 Byron Hwy**  
**Byron, CA 94514**  
**Zoom: <https://us02web.zoom.us/j/83956996215>**

**A. CALL MEETING TO ORDER @ 5:30 PM**

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1. Closed Session- Roll Call

**B. ADJOURN TO CLOSED SESSION**

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1. Conference with Labor Negotiators (Government Code Section 54957.6)

**C. RECONVENE TO PUBLIC SESSION @6:30 PM**

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1. Call to Order the Regular Meeting of the Board of Trustees
2. Pledge of Allegiance & Roll Call
3. Approval of Meeting Agenda
4. Report Out From Closed Session

**D. SCHOOL SITE PRESENTATION**

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1. Discovery Bay Elementary Kindness Squad: Find the Good

**E. PUBLIC PARTICIPATION**

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1. Public Comment: The public may address the Board of Trustees regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District.

**F. STAFF REPORTS/PRESENTATIONS**

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1. Academy Program Presentation
2. 2023 Audit Report Presentation
3. Public Information Coordinator Consultant Presentation - TeamCivX
4. Public Information Coordinator Consultant Presentation - Props & Measures
5. Negotiation Update: Ratification of Tentative Agreement with Byron Teachers Association

**G. CONSENT AGENDA**

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1. Warrants and Checks
2. Personnel Report
3. Single Plan for Student Achievement (SPSAs) for all school sites

4. Quarterly Uniform Complaint Form for the May 1, 2024 Submission Date
5. Board Governance Handbook Review and Update
6. First Reading of December 2023 Board Policy Updates
7. Board Minutes for the March 14, 2024 Regular Meeting
8. Board Minutes for the April 2, 2024 Special Meeting

#### **H. ACTION ITEMS**

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1. Receive the Audit Report dated June 30, 2023
2. Public Information Coordinator Consultant Contract
3. UpFront, LLC Contract
4. Covelo Group Contract
5. Pawar Transportation Contract
6. Resolution #07-23: Committing to Meet Financial Obligations and Maintaining Fiscal Solvency

#### **I. GOVERNING BOARD COMMUNICATIONS**

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1. Communications and Comments from the Board

#### **J. SUPERINTENDENT COMMUNICATIONS**

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1. Communications and Comments from the Superintendent

#### **K. UPCOMING SCHOOL EVENTS**

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1. Discovery Bay Elementary
2. Excelsior Middle School
3. Timber Point Elementary

#### **L. FUTURE MEETINGS**

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1. May 9, 2024 - Regular Board Meeting

#### **M. ADJOURNMENT**

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**Wednesday, April 24, 2024  
SPECIAL BOARD MEETING**

**6:00 PM**

**District Office Board Room  
Byron Union School District  
14301 Byron Hwy  
Byron, CA 94514**

**This meeting will not be available via Zoom due to interment connectivity outages.**

**A. OPEN TO PUBLIC SESSION @ 6:00 PM**

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1. Call to Order
2. Roll-Call & Pledge of Allegiance
3. Approval of Meeting Agenda

**B. PUBLIC PARTICIPATION**

---

1. Public Comment: The public may address the Board regarding any item on the Agenda for the Special Meeting of the Board of Trustees of the Byron Union School District.

**C. LCAP STUDY SESSION**

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1. LCAP Study Session

*interesting accountability plan - went on forward!*

**D. FUTURE MEETINGS**

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1. May 9, 2024 - Regular Board Meeting

**E. ADJOURNMENT**

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*minutes on file*

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATU/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us) or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

1:00 P.M. Convene and call to order

*1:00 pm*

*SAA may 10 DIRE situation ambulance*

**1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.13 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.**

**2. DISCUSSION ITEMS**

*Urgent - shortage of Ambulance & Paramedics  
Step 1 to move forward in RFP program*

**D.1 CONSIDER approving and authorizing the Fire Chief, or designee, to execute an Ambulance Services Pre-Award Agreement between Contra Costa County Fire Protection District and American Medical Response West, Inc. for the period May 15, 2024 through December 31, 2025. (Lewis Broschard, Fire Chief)** [24-1423](#)

**D.2 CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief)** [24-1424](#)

**Attachments:** [Fire Chief Report - May 14, 2024](#)

PUBLIC COMMENT (2 Minutes)

**3. CONSENT ITEMS**

**C.1 ADOPT Resolution No. 2024-8 designating the week of May 19-25, 2024 as Emergency Medical Services Week, with the theme of "Honoring Our Past, Forging Our Future", as recommended by the Fire Chief.** [FPD-RES 2024-8](#)

*Approved C.1-13*

- C.2 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with The Knox Company in an amount not to exceed \$443,000 for the purchase of Knox lock boxes. (90% Federal Grant, 10% CCCFPD General Operating Fund) [24-1290](#)
- C.3 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an InterLocal Participation Agreement with the BuyBoard National Purchasing Cooperative for the District to join the Cooperative and access lower purchase prices for goods. (No fiscal impact) [24-1291](#)
- C.4 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Kalmikov Enterprises, Inc. (dba Fire Apparatus Solutions), in an amount not to exceed \$1,420,000 to procure an incident and breathing support vehicle. (100% CCCFPD General Operating Fund) [24-1292](#)
- C.5 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the Cal Poly Corporation to provide temporary access to the Contra Costa County Fire Protection District's Training and Education Center for the California State-Certified Prescribed Fire Burn Boss Training, for the period June 10, 2024 through June 14, 2024. (No fiscal impact) [24-1293](#)
- C.6 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the U.S. Department of the Navy to use the former Concord Naval Weapons Station for training purposes, for the period June 1, 2024 through May 31, 2025. (No fiscal impact) [24-1294](#)
- C.7 APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a Memorandum of Understanding with the San Ramon Valley Fire District, for annual allocations of \$1,100,000 for the use of their South County Training Facility for the period. (100% Measure X Funds) [24-1295](#)
- C.8 APPROVE the 2020-2021 and 2021-2022 financial audits of the former East Contra Costa Fire Protection District. (No fiscal impact) [24-1425](#)
- Attachments:** [ECCFPD MOIC 2022 Final](#)  
[ECCFPD RC 2022 Final](#)  
[ECCFPD BFS 2022 Final](#)
- C.9 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with AP Triton, LLC, in an amount not to exceed \$400,000 to provide ongoing fire-based emergency management consultant services to the District for the period May 1, 2024 through April 30, 2029. (100% CCCFPD EMS Transport Fund) [24-1296](#)
- C.10 AUTHORIZE the Fire Chief, or his designee, to execute a construction contract with Thompson Builders Corporation, in the amount of \$12,345,678 for tenant improvements at the Fire Protection District Communications Center. (100% EMS Transport Fund) [24-1297](#)

- C.11** DENY claims filed by John Jenkin; Jay Rana, General Manager for Sonesta Select, and Fred Zhang. [24-1298](#)
  
- C.12** RATIFY the execution of a grant application by the Contra Costa County Fire Protection District to the U.S. Department of Homeland Security, Federal Emergency Management Agency Assistance to Firefighters Grants Program, in an amount not to exceed \$3,000,000, for the purchase of self-contained breathing apparatus equipment. (90% Federal, 10% District General Operating Fund match) [24-1299](#)
  
- C.13** RATIFY the execution of a grant application by the Contra Costa County Fire Protection District to the U.S. Department of Homeland Security, Federal Emergency Management Agency, in an amount not to exceed \$14,890,080 for the FY 2023 Staffing for Adequate Fire and Emergency Response grant program for a three-year period upon award. (100% Federal) [24-1300](#)

*ADJOK*  
*1:58*

**ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, June 10, 2024 at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.