



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

**MINUTES OF THE REGULAR MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 1, 2025, 4:30p.m.**

**Finance Committee Members**

*Chair Ashley Porter*

*Vice-Chair Kevin Graves*

**A. ROLL CALL**

1. Call business meeting to order 4:30p.m.
2. Roll Call was taken, and all members were present with Director Porter joining remotely.

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

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Finance DRAFT Meeting Minutes of June 4, 2025.

Chair Porter made a Motion to Approve the June 4, 2025 Draft Meeting Minutes.

Vice Chair Graves seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. PRESENTATIONS**

1. Bi-Monthly Finance Report.

Presented by Finance Manager Margaret Moggia.

- Water revenues through August 2025 were higher than budget.
- Water expenses are lower than budget.
- Wastewater revenues through August 2025 were higher than budget.
- Wastewater expenses are lower than budget.
- Zone 8 revenues were lower than budget.
- Zone 8 expenses were lower than budget.
- Zone 9 expenses were lower than budget.
- Administration Building, Well 8, Marina Underwater Crossing, Cathodic Protection, Solar Project, Sand Point Underwater Crossing, and Village Lift Station capital projects are all ongoing.
- Bond principal and interest payments are made December 1, while interest only payments are made June 1.
- Audit was completed this period.
- State debt reporting is upcoming.
- Classification and Compensation Study: job classifications have been finalized, compensation study under review.
- Tyler software implementation is ongoing.

**E. UPDATES**

1. Tyler Technologies Implementation Update.

- Implementation is ongoing and staff feels it is a robust system that will benefit the Town.
- Full implementation is anticipated by end of year.

**F. DISCUSSION**

1. Discussion and Possible Recommendation on Audited Financial Statements for Fiscal Year 2024-2025 Ending June 30, 2025.

Finance manager Margaret Moggia introduced Tiffany Fung with Clifton Larson Allen LLP.

- The audit partner presented the results of the financial audit for the period ending June 30, 2025. Overall, the audit received a clean or unmodified audit opinion. The audit resulted in restatement of financing activity between funds and recommendation to improve internal controls around the posting of journal entries. In addition, the auditor shared there were no accounting policies by the District and no difficulties in performing the audit.

Director Porter arrived at the meeting at 5:03p.m.

Committee recommends bringing item to the full Board of Directors.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**H. ADJOURNMENT**

1. Adjourned at 5:08p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.