



# TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

**SDLF PLATINUM-Level of Governance**

**President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter,  
Director Carolyn Graham and Director Lesley Belcher**

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**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
June 03, 2026 07:00 PM**

**To Attend In-Person:**

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

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 85454370841

**To Download Agenda Packet & Materials:** <http://www.todb.ca.gov/>

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

1. Call Meeting to Order at 7:00p.m.
2. Pledge of Allegiance.
3. Roll Call.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)**

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 dialogue 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.

- |     |   |         |
|-----|---|---------|
| C.1 | Approve Regular Board of Directors DRAFT Meeting Minutes from May 20, 2026.<br>Sponsor(s): Kelly Rajala, Board Secretary                | Page 5  |
| C.2 | Annual Workforce Vacancy, Recruitment, and Retention Update (AB 2561)<br>Sponsor(s): Stephen Griswold, Assistant General Manager        | Page 9  |
| C.3 | Cancellation of the December 2, 2026, and January 6, 2027, Board of Directors Meetings.<br>Sponsor(s): Dina Breitstein, General Manager | Page 23 |
| C.4 | Notice of Completion - Cathodic Protection Test Station Repair Project.<br>Sponsor(s): Aaron Goldsworthy, Water & Wastewater Manager    | Page 24 |
| C.5 | Notice of Completion - Well 5a Destruction.<br>Sponsor(s): Aaron Goldsworthy, Water & Wastewater Manager                                | Page 27 |

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

- D.1 Contra Costa County District III Supervisor Diane Burgis Report
- D.2 Contra Costa County Office of the Sheriff Report
- D.3 California Highway Patrol
- D.4 Contra Costa Contra Fire Protection District

**E. MUNICIPAL ADVISORY COUNCIL**

**F. PRESENTATIONS**

**G. DISCUSSION AND POSSIBLE ACTION**

- G.1 Public Hearing and Possible Adoption of the 2025 Urban Water Management Plan (UWMP). Page 30  
Sponsor(s): Justin Shobe, Shobe Engineering
- G.2 Discussion and Possible Action to Adopt Resolution No. 2026-04 - Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2026-2027 and Set Public Hearing. Page 91  
Sponsor(s): Margaret Moggia, Finance Manager
- G.3 Discussion and Possible Action to Set a Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2026-2027. Page 99  
Sponsor(s): Margaret Moggia, Finance Manager
- G.4 Discussion and Possible Action to Approve Audit Fee Increase. Page 201  
Sponsor(s): Margaret Moggia, Finance Manager

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. DIRECTOR REPORTS**

- J.1 Standing Committee Reports
- a. Special Internal Operations Committee Meeting May 28, 2026.  
Sponsor(s): Ashley Porter and Lesley Belcher
  - b. Finance Committee Meeting June 3, 2026.  
Sponsor(s): Ashley Porter and Kevin Graves
  - c. Water & Wastewater Committee Meeting June 3, 2026.  
Sponsor(s): Carolyn Graham and Kevin Graves

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

- K.1 East County Water Management Association - May 14, 2026. Page 204  
Sponsor(s): Ashley Porter
- K.2 Byron Union School District - May 7, 2026. Page 210  
Sponsor(s): Kevin Graves
- K.3 Contra Costa LAFCO - May 13, 2026. Page 212  
Sponsor(s): Kevin Graves
- K.4 Contra Costa County Aviation Advisory Committee - May 14, 2026. Page 213  
Sponsor(s): Kevin Graves

**L. CORRESPONDENCE**

**M. LEGAL REPORT**

**N. FUTURE AGENDA ITEMS**

**O. CLOSED SESSION**

- O.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: General Manager, Gov. Code Section 54957(b)(1)
- O.2 CONFERENCE WITH LABOR NEGOTIATORS Government Code Section 54957.6 Agency Designated Representative: Bryon Gutow, Board Chair Unrepresented Employee: General Manager

**P. ADJOURNMENT**

Adjourn to the next Regular Meeting of the Board of Directors on June 17, 2026 beginning at 7:00pm 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.



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
May 20, 2026 07:00 PM**

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

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

Meeting was called to order at 7:00p.m.

Director Gutow led the Pledge of Allegiance.

Roll call was taken and all members were present with the exception of Director Graham who was absent.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)**

None.

**C. CONSENT CALENDAR**

**Moved By** Director Ashley Porter

**Seconded By** Vice-President Kevin Graves

Motion to approve the Consent Calendar.

**Motion Carried (4 to 0)**

C.1 Approve SPECIAL Board of Directors DRAFT Budget Workshop Meeting Minutes from May 5, 2026.

C.2 Approve Regular Board of Directors DRAFT Meeting Minutes from May 6, 2026.

C.3 Monthly Disbursement Report - April 2026.

**D. MUNICIPAL ADVISORY COUNCIL**

Director Porter thanked Supervisor Diane Burgis for removing the Measure X funding item from the May 19, 2026, Board of Supervisors meeting.

**E. PRESENTATIONS**

E.1 Veolia Monthly Presentation

Presented by Jeffrey Dobretz of Veolia.

- 1,033 Safe Work Days
- All wells are active.
- There were 25 water quality complaints all related to the same issue. Well 6 needed more chlorine, and customers called to question the chlorine smell.
- Hydrant flushing is ongoing.
- Lift station cleanouts are approximately 25% complete.

**F. DISCUSSION AND POSSIBLE ACTION**

F.1 Discussion and Possible Action to Approve the Sixth Contract Amendment and Renewal of Veolia's Water and Wastewater Operations & Maintenance Contract.

Presented by Legal Counsel Andy Pinasco.

- Annual fee structure consists of baseline fee, non-Well 8 asset supplement (Lift Station P), and Well 8 Supplement (deferred).
- One-time payment for previous thirteen months of Lift Station P.
- New contract is a 5-year term through April 2031.
- Contract amount is \$2,288,114.00.
- There is a not to exceed 3% increase annually.

**Moved By** Vice-President Kevin Graves

**Seconded By** Director Ashley Porter

Motion to approve the sixth contract amendment and renewal of Veolia's Water & Wastewater Operations and maintenance contract and authorize the General manager to execute all associated contract documents.

- For (4): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter,  
and Director Lesley Belcher
- Absent (1): Director Carolyn Graham

**Motion Carried (4 to 0)**

**G. MANAGER'S REPORT**

Presented by Parks and Landscape Manager Monica Gallo.

- Splash Pad
  - Repairs have been made and it is now open.
- Measure X park & recreation funds
  - Synthetic Turf Project at the community center is complete.
- Pool Update
  - Lighting has been installed.
  - Handrails have been installed.
  - Vacuuming is done.
  - Chemicals will be re-balanced in early June.
  - Lifeguards and swim instructors are not the same, as they have different certifications.
  - Lifeguards will start safety training the week of June 8.
  - There are potentially eight lifeguards.
  - Estimating the pool opening for weekend use June 13 for weekends.
  - Adult lap swim will remain free until 2027 swim season.
  - Flick n Float is tentatively scheduled for July 24, 2026.

**H. GENERAL MANAGER'S REPORT**

None.

**I. DIRECTOR REPORTS**

Director Porter attended the East County Water Management Association meeting on May 14, 2026.

- Discussion on Urban Water Management Plan updates.
- Grant opportunities were discussed.
- Emergency planning was discussed.

Director Graves referenced a presentation that was given by the Contra Costa County Aviation Advisory Committee.

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

J.1 Con Fire - May 15, 2026 (Director Carolyn Graham).

**K. CORRESPONDENCE**

None.

**L. LEGAL REPORT**

None.

**M. FUTURE AGENDA ITEMS**

None.

**N. ADJOURNMENT**

Meeting adjourned at 7:38 p.m.

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Kelly Rajala



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Recommendation to Accept the Annual AB 2561 Report for FY 25/26.

**Meeting Date:** June 3, 2026

**Prepared By:** Stephen Griswold, Assistant General Manager

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

**RECOMMENDED ACTION:**

Staff recommends that the Board of Directors take the following action:

- Accept the Annual AB 2561 Report for FY 25/26.

**EXECUTIVE SUMMARY:**

California Assembly Bill (AB) 2561 became effective January 1, 2025, and added Section 3502.3 to the California Government Code. The legislation requires local public agencies to conduct an annual public hearing prior to adoption of the final budget to present information regarding vacancies, recruitment, retention efforts, and any identified hiring obstacles.

The Town of Discovery Bay currently has one vacant position, representing approximately a 4.35% vacancy rate. The position is currently under recruitment review. During FY 25/26, the Town successfully recruited and onboarded several employees and the Town continues to support recruitment and retention efforts through competitive compensation adjustments, professional development opportunities, technology improvements, career advancement opportunities, and employee wellbeing initiatives.

At this time, staff has not identified any necessary changes to policies, procedures, or recruitment activities that may be creating hiring obstacles. Staff will continue to evaluate recruitment and retention strategies and implement improvements as needed.

Because the Town's vacancy rate remains below the 20% threshold established in AB 2561, the additional detailed vacancy reporting requirements do not apply at this time.

**FISCAL IMPACT:**

N/A

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

N/A

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**ATTACHMENTS:**

1. FY 25/26 AB 2561 Presentation



# **AB 2561 Public Hearing:**

## **Town of Discovery Bay CSD FY 25/26 Vacancies, Recruitment, and Retention Efforts**

**June 3, 2026**

# Legislative Background & Requirements

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- Assembly Bill 2561 (AB 2561) became effective January 1, 2025, and added Section 3502.3 to the California Government Code.
- This bill requires local public agencies to present information on the following during a public hearing before the governing board at least once per fiscal year:
  - (1) the status of vacancies;
  - (2) recruitment and retention efforts; and
  - (3) identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
- If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.



# Staffing & Vacancy Status

# Total Authorized Positions - 23

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- The Town of Discovery Bay currently has budgeted for 20 full-time employees (FTE) and 3 part-time employees broken out across 4 departments.
  - Administration - 5
  - Finance - 4
  - Landscaping, Parks & Recreation - 7
  - Water & Wastewater – 7
- There are currently zero (0) bargaining units in the Town so all FTE are unconsidered unrepresented.

# Monthly Vacancy Information

<b>FY 2025-2026</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>*Jun</b>
# of Vacancies Created	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
# of Vacancies Filled	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
# of Remaining Vacancies	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
# of Budgeted FTEs	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
Vacancy %	<b>4.3%</b>	<b>8.7%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>8.7%</b>	<b>8.7%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>4.3%</b>

# Current Vacancy by Department

Department	# of Vacancies	# of Budgeted Positions	% of Vacancies
Administration	1	5	20 %
Finance	0	4	0 %
Landscaping, Parks & Recreation	0	7	0 %
Water & Wastewater	0	7	0 %
<b>Total</b>	<b>1</b>	<b>23</b>	<b>4.3%</b>

- There Toare no departments exceeding 20% vacancy rate.

# Current Vacancy by Classification(s)

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## Administrative Assistant II – Recruitment Estimated July 1, 2026

- Vacant since November 2025 due to voluntary resignation.
- Position has been under review prior to opening for recruitment.
- This position is located in the administration department and will help support district administration as well as communications/outreach.
- Historically this position has been difficult to fill successfully, and qualified candidates are in high demand.



# Recruitment Efforts

# General Recruitment Information

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## Recruitment Statistics:

- Total # of Vacancies Filled During FY 25/26: 4
  - Vacancies Filled by External Candidate(s): 4
    - Average # of Calendar Days to Fill Vacancies: 62
  - Vacancies Filled by Internal Candidate(s): 0
    - Average # of Calendar Days to Fill Vacancies: N/A



# Retention Efforts

# General Retention Information

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- Market-aligned salary ranges through completed Classification & Compensation Study.
- Ongoing Personnel Manual updates to ensure compliance and best practices.
- Comprehensive health, dental, vision, and ancillary benefit options.
- Employer matched contributions to employee retirement plan.
- Paid vacation, sick leave, holidays, and other leave benefits.
- Employee Assistance Program (EAP) resources for wellness and support.
- Professional development and training opportunities.
- Opportunity for annual merit-based salary increases.
- Collaborative small-team environment with opportunities for growth and impact in the community.



# Questions?



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Approve the Cancellation of the December 2, 2026 and January 6, 2027 Regular Board of Directors Meetings.

**Meeting Date:** June 3, 2026

**Prepared By:** Stephen Griswold, Assistant General Manager

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

**RECOMMENDED ACTION:**

Staff recommends that the Board of Directors take the following action:

- Approve the Cancellation of the December 2, 2026, and January 6, 2027, Regular Board of Directors Meetings

**EXECUTIVE SUMMARY:**

The December 2, 2026, meeting falls on a Wednesday and staff is required to prepare, finalize, and post the Agendas on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours before the Board of Directors Meeting due to the Thanksgiving Holiday. Therefore, staff recommends that the December 2, 2026, Regular Board of Directors Meeting be canceled.

Additionally, the first Regular Board of Directors Meeting in January 2027 falls on Wednesday, January 6<sup>th</sup>. Staff normally prepares, finalizes, and posts the Agendas on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours before the Board of Directors Meeting due to the Christmas Holiday. Therefore, staff recommends that the January 6, 2027, Regular Board of Directors Meeting be canceled.

Table of Meetings to Cancel:

<u>Date</u>	<u>Meeting</u>	<u>Time</u>
12/02/2026	Board of Directors Meeting	7:00 PM
01/06/2027	Board of Directors Meeting	7:00 PM

**FISCAL IMPACT:** N/A

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

**ATTACHMENTS:** N/A



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Notice of Completion – Cathodic Protection Test Station Repair Project

**Meeting Date:** June 3, 2026

**Prepared By:** Aaron Goldsworthy, Water & Wastewater Manager

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Approve the Notice of Completion for the Cathodic Protection Test Station Repair Project and Authorize the General Manager to sign all necessary documents.

### EXECUTIVE SUMMARY:

Last year, the Town solicited bids for construction of the Cathodic Protection Test Station Repair Project and received two (2) bids on May 29, 2025, in the amounts of \$92,545.00 and \$173,945.80. As indicated in the bid summary the engineer's estimate for the project was \$100,000.

On July 16, 2025, the Board of Directors approved the contract for the lowest responsive bid, which was submitted by Corrosion Integrity, LLC in the amount of \$92,545.00 plus a 30% contingency.

The project scope included repairs to approximately 50 pipeline corrosion test stations and the installation of corrosion anodes. The repairs and installations were necessary to help prevent corrosion of buried metal pipeline fittings. The low bid came in below the engineer's estimate, which allowed the Town to repair additional test stations within the available budget.

District staff and consultants have reviewed all the work and concurred that all work performed met required standards.

### FISCAL IMPACT:

**Budget:**

- Awarded Contract Amount + 30% Contingency = \$120,245
- Change Order Number 1 = \$20,425
- Change Order Number 2 = \$5,375

**Actual:**

- Total Project Cost = \$118,345

### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

July 16, 2025 - Discussion and Possible Action to Award Construction of the Cathodic Protection Repair Project to the Lowest Responsive Bidder.

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**ATTACHMENTS:**

1. Cathodic Protection Test Station Repair Notice of Completion.

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:  
  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of the State of California.
3. The full address of the undersigned is:  
  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on:  
*11/1/2025*
6. The name of the contractor for such work of improvement is:  
  
Corrosion Integrity
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:  
  
*North part of Discovery Bay, mainly in the HOA  
The Lake*
8. The work of improvement consists generally of:  
  
*Adding, repairing and testing, cathodic protection stations*
9. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DINA BREITSTEIN, GENERAL MANAGER  
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Notice of Completion - Well 5a Destruction

**Meeting Date:** June 3, 2026

**Prepared By:** Aaron Goldsworthy, Water & Wastewater Manager

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

### RECOMMENDED ACTION:

Staff recommends the Board of Directors take the following action:

- Approve Notice of Completion of the destruction of Well 5A.

### EXECUTIVE SUMMARY:

Due to declining water quality and the risk of continued water quality degradation throughout the system, the Board of Directors approved the demolition and destruction of Well 5A in July 2024. Veolia was tasked with managing and completing the required scope of work associated with the well destruction project.

The project scope included removal of pumping equipment, completion of a well video survey, submission of well destruction applications to Contra Costa County Environmental Health, placement of sealing materials, casing perforation utilizing explosives, demolition and removal of well station components, site cleanup, and submission of all required well completion reports and records.

The demolition and destruction activities were necessary to eliminate a deteriorating water source and reduce the risk of further impacts to system water quality.

District staff and consultants have reviewed all work performed and concurred that the project was completed in accordance with required standards.

### FISCAL IMPACT:

**Budget:**

- Original Project Cost + 15% Veolia Markup = \$196,799.50
- Change Order No. 1 = \$51,434.27
  - Total Budgeted Projected Cost =\$248,233.77

**Actual:**

- Actual Project Cost =\$248,233.77

### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

July 17, 2024 – Discussion and Possible Action Regarding Demolition of Well No. 5a and Associated Small Structures, Approving Resolution No. 2024-13 Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

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**ATTACHMENTS:**

- 1. Notice of Completion.

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:  
  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of the State of California.
3. The full address of the undersigned is:  
  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on:  
*04/02/2026*
6. The name of the contractor for such work of improvement is:  
  
NOR-CAL PUMP & WELL DRILLING, INC.
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:  
  
*Western side of Newport Drive and Clipper Drive  
Discovery Bay, CA 94505*
8. The work of improvement consists generally of:  
  
*Destruction of Well No. 5A*
9. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DINA BREITSTEIN, GENERAL MANAGER  
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Public Hearing and Possible Adoption of the 2025 Urban Water Management Plan.

**Meeting Date:** June 3, 2026

**Prepared By:** Justin Shobe, Shobe Engineering

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- a. Receive a presentation from Shobe Engineering and conduct a public hearing to receive comments or discussion on the 2025 Urban Water Management Plan (UWMP).
- b. Adopt by Resolution 2026-05 the 2025 UWMP and direct staff to file with the California Department of Water Resources.

### EXECUTIVE SUMMARY:

The 2025 Urban Water Management Plan (UWMP) is a planning document required by the California Department of Water Resources (DWR) in accordance with the DWR Guidance manual. The District is required to update its UWMP every five years to evaluate water supply, water demand, and system reliability over a 20-year planning horizon.

The 2025 UWMP was prepared in accordance with the DWR 2025 Guidebook by Shobe Engineering. The plan builds upon the District's 2020 UWMP and incorporates updated regulatory requirements, planning data, and recent system information.

The 2025 UWMP updates population and demand projections and confirms adequate water supplies for future growth and drought resilience planning. The UWMP incorporates the recently adopted Water Shortage Contingency Plan and updates on the State regulatory framework related to water loss and water use efficiency.

Once the 2025 UWMP is adopted, it will be submitted to DWR before the July 1, 2026 deadline.

### FISCAL IMPACT:

N/A

### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

July 16, 2025 – Board of Directors authorized the contract for District Water Engineering General Services with

Shobe Engineering, which included preparation of the UWMP and the RRA.

March 4, 2026 – Board of Directors adopted the revised Water Shortage Contingency Plan (WSCP)

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**ATTACHMENTS:**

1. PowerPoint Presentation – 2025 UWMP Status and Preview.
2. Resolution 2026-05.
3. Proof of Publication.
4. Draft 2025 Urban Water Management Plan.



# 2025 Urban Water Management Plan

**Town of Discovery Bay CSD**

**Board of Directors Meeting**

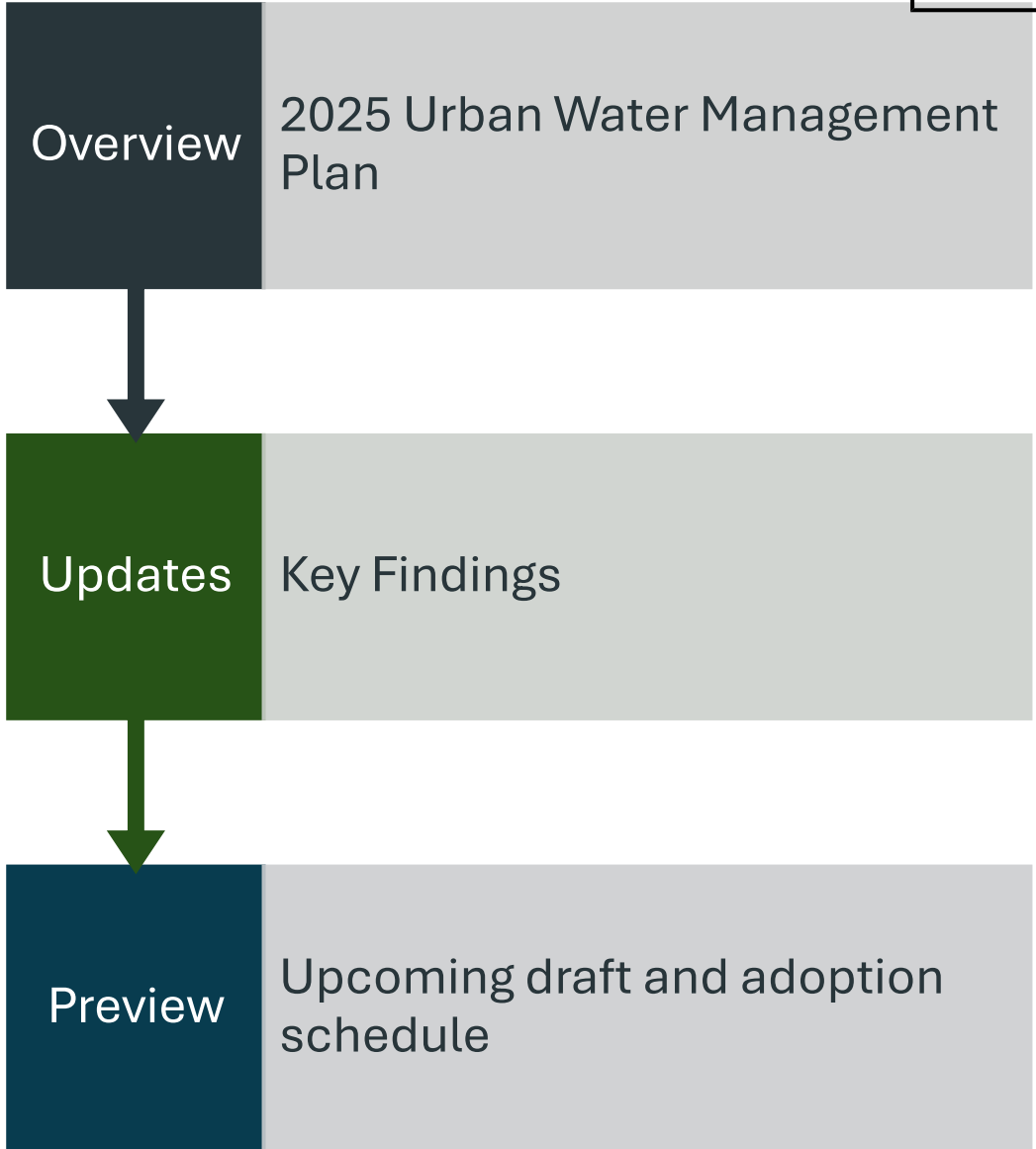
**June 3, 2026**



**Shobe Engineering**

Resilient and Efficient Solutions

# Purpose and Outcome Today



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Mandated by CA Water Code to be submitted to DWR every 5 years. Due July 1, 2026

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Provides water supply and demand projections over a 25-year horizon

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Evaluates reliability under drought conditions

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DWR Guidebook has standard reporting tables and requirements

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LAFCO & County planners rely on the UWMP for development project approvals

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Maintains Eligibility for certain State loan/grants

## UWMP Overview

# Schedule for Adoption

Date	Milestone / Action
Jan 21, 2026	Presentation: Population & Demand Projections
Feb 10, 2026	60-day agency letters
Mar 4, 2026	Board: WSCP Adoption
May 20, 2026	UWMP Public Draft Released
May 20 and May 27, 2026	Newspaper notices for public hearing
June 3, 2026	Board: Public hearing and UWMP Adoption
By July 1, 2026	Submittal to DWR

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Chapter 1: Introduction and Lay Description

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Chapter 2: Plan Preparation and Adoption

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Chapter 3: Service Area Description

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Chapter 4: Water Use Characterization

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Chapter 5: SBX7-7 Reporting

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Chapter 6: Water Supply Characterization

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Chapter 7: Water Service Reliability & Drought Risk Assessment

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Chapter 8: Water Shortage Contingency Plan

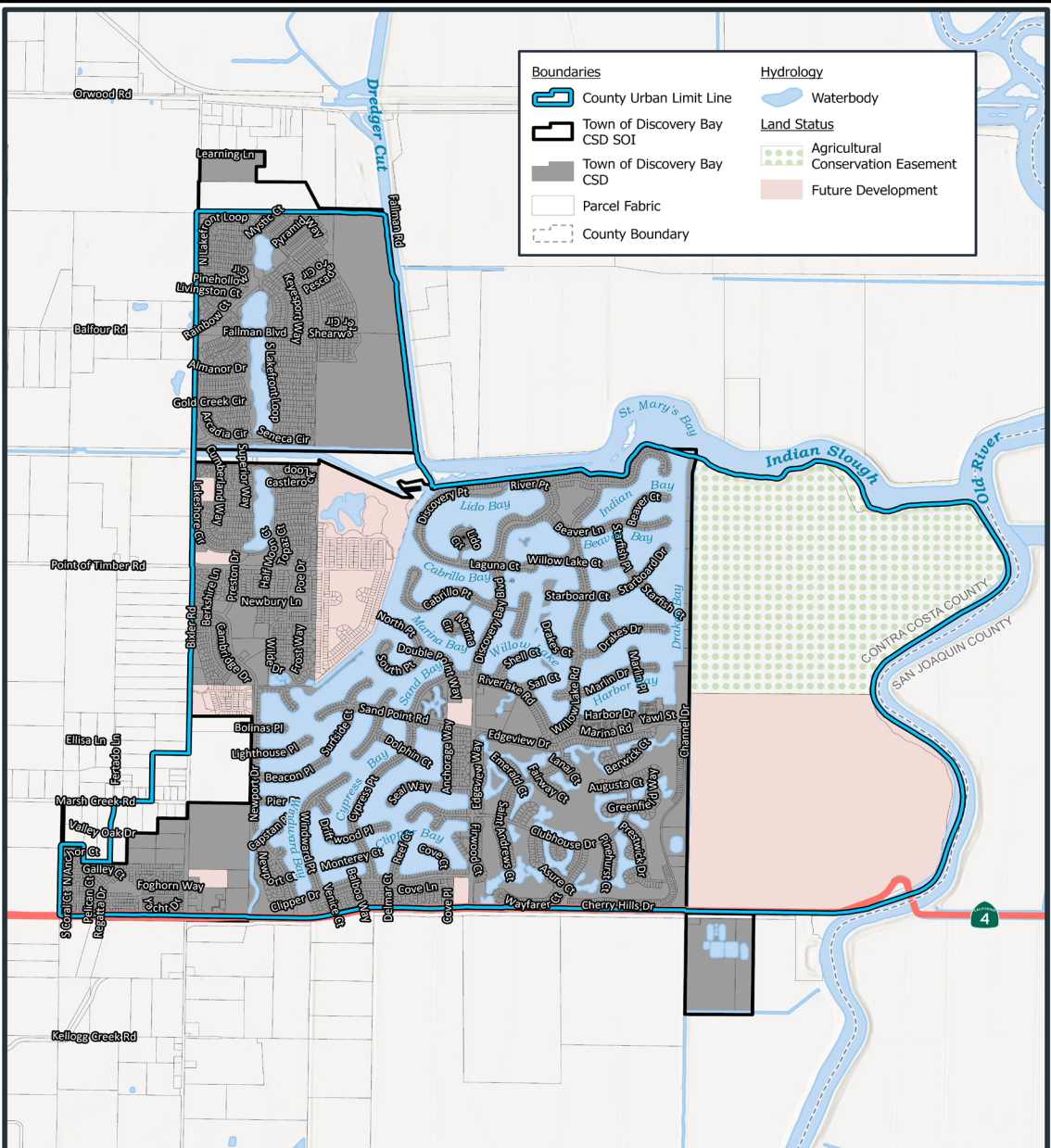
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Chapter 9: Demand Management Measures

# UWMP Chapters

# What's New Since 2020

- Updated population and demand projections (2025 – 2050)
  - Updated Water Shortage Contingency Plan (adopted March 4, 2026)
  - Informed by ECC Subbasin Groundwater Sustainability Plan (2022)
  - Reporting updates from new regulations:
    - Water Loss Standards (SB 555)
    - Water Use Objectives (SB 606)
-



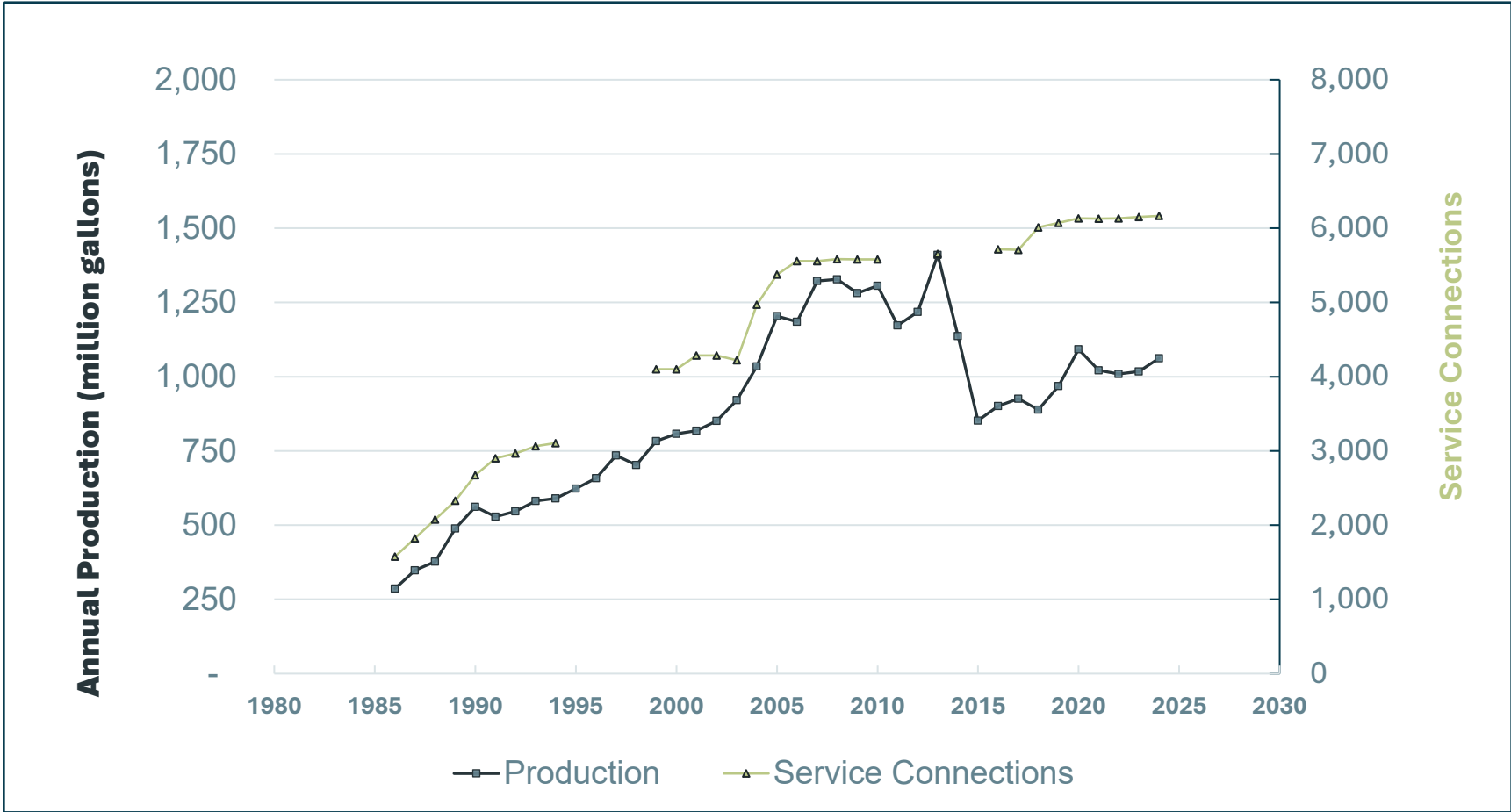
# Service Area & Growth

- Mostly built-out community
- Some Infill remains
- Future – Cecchini Ranch (assumed 2035)
- Long-term growth assumptions beyond 2035 (historic average)

NAD 1983 2011 StatePlane California III FIPS 0403 Ft US  
 0 0.25 0.5 1 Mile

Figure 3-1

# Historic Production and Connections



# Population & Demand Projections

\*Presented to Water/Wastewater Committee (Nov 5, 2025)

## Population Estimates (DWR Table 3-1R)

Population Served	2025	2030	2035	2040	2045	2050 (opt)
	15,865	18,556	23,923	27,991	32,751	38,321

## Projected Water Demand – *Million Gallons* (DWR Table 4-2R)

Use Type	2025	2030	2035	2040	2045	2050
Residential (Single Family & Multi Family)	668	840	1,076	1,259	1,473	1,723
Commercial / Institutional	16	19	57	67	79	92
Landscape	171	190	194	227	266	311
Distribution System Water Loss	159	151	191	224	262	306
<b>Total Potable</b>	1,014	1,200	1,518	1,777	2,080	2,432

# Water Supply Overview

- Groundwater System
  - Infrastructure Reliable Capacity – *daily flow*
    - Current = 6 MGD
    - After Well 8 is online = 8 MGD
  - ECC Subbasin Supply (GSP) – *annual*
    - Projected to be sustainable under various future scenarios including climate change
    - TODB estimated supply 7,500 AFY (currently uses 3,000 AFY)
-

# Annual Supply vs Demand

- Demand Growth
    - 1,014 MG (2025) to ~2,400 MG (2050)
    - Does not account for future water reductions/savings
  - Available Supply
    - 2,500 MG (same as 2020 UWMP)
  - Adequate supplies available to meet projected demand
  - No impact to supply during normal, single dry, or multiple-dry years
-

# Water Loss & State Regulations

- SWRCB has established
    - Water Loss Standard (SB 555) – *water audits, water losses*
    - Water Use Objectives (SB 606) – *indoor 55 gpcd*
    - Enforcement begins 2028, compliance tracking 2025-2027
  - TODB
    - State assigned Real Water Loss standard for each supplier
    - TODB baseline 19.9 gallons per SC per day (gpscd)
    - State Standard assigned 13.9 gpscd
    - Most recent audit: 63.2 gpscd (varies year to year)
    - Evaluating water loss reporting and future savings
-

# Key Takeaways

- The 2025 UWMP confirms adequate supplies
- Growth and demand assumptions are conservative
- Groundwater remains a reliable supply
- Plan is consistent with State requirements

# Next Steps

- Public hearing June 3 (Board meeting) to receive any comment or discussion
- Adoption by Board resolution
- Submit to DWR by July 1

Thank You



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2026-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ADOPTING THE 2025 URBAN WATER MANAGEMENT PLAN**

**WHEREAS**, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

**WHEREAS**, Pursuant to the Urban Water Management Plan Act and California Water Code Section §10632 each urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to prepare and adopt a urban water management plan (UWMP); and

**WHEREAS**, the Town of Discovery Bay produces 3,000 acre-feet of water annually, and serves more than 3,000 urban connections and is therefore subject to the Bill; and

**WHEREAS**, the California Department of Water Resources (DWR) requires an UWMP every 5 years; and

**WHEREAS**, the engineering firm Shobe Engineering has completed a draft 2025 UWMP to be consistent with DWR requirements and the UWMP Act; and

**WHEREAS**, notifications we sent to Contra Costa County and regional water supply agencies that a public hearing to consider adopting the 2025 UWMP; and

**WHEREAS**, a Notice of Public Hearing to adopt the 2025 UWMP on June 3, 2026 was published in the East County Times on May 20, 2026 and May 27, 2026; and

**WHEREAS**, no written comments concerning the 2025 UWMP were received by the Town of Discovery Bay; and

**WHEREAS**, on June 3, 2026 the Board of Directors of the Town of Discovery Bay conducted a regular meeting to receive and consider public comments on the draft 2025 UWMP, and no substantial changes were made as a result the public discussion;

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

**Section 1.** That the Board of Directors of the Town of Discovery Bay adopts the 2025 UWMP as drafted by Shobe Engineering.

**Section 2.** That the 2025 UWMP is made a part of this Resolution.

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

PASSED AND ADOPTED THIS 3<sup>RD</sup> DAY OF JUNE 2026.

\_\_\_\_\_  
Bryon Gutow  
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 3, 2026 by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTENTION:

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

2005834

DISCOVERY BAY, TOWN OF  
COMMUNITY SERVICES DISTRICT  
1800 WILLOW LAKE RD.  
DISCOVERY BAY, CA 94514-9376

**PROOF OF PUBLICATION**

**FILE NO. 2025 Urban Water Mgmt Plan**

**East County Times**

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the East County Times, a newspaper published in the English language in the City of Antioch, County of Contra Costa, State of California.

I declare that the East County Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated January 6, 1919, Case Number 8268 and modified January 19, 2006, Case Number N05-1494. Said decree states that the East County Times is adjudged to be a newspaper of general circulation for the City of Antioch, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**05/20/2026, 05/27/2026**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 27th day of May, 2026.



\_\_\_\_\_  
Signature

Item G.1

**NOTICE OF PUBLIC HEARING**

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT 2025 URBAN WATER MANAGEMENT PLAN (UWMP)**

**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Town of Discovery Bay Community Services District will hold a public hearing on Wednesday, June 3, 2026, at 7:00 P.M. at the Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505, to consider a Resolution to adopt the District's 2025 Urban Water Management Plan (UWMP).

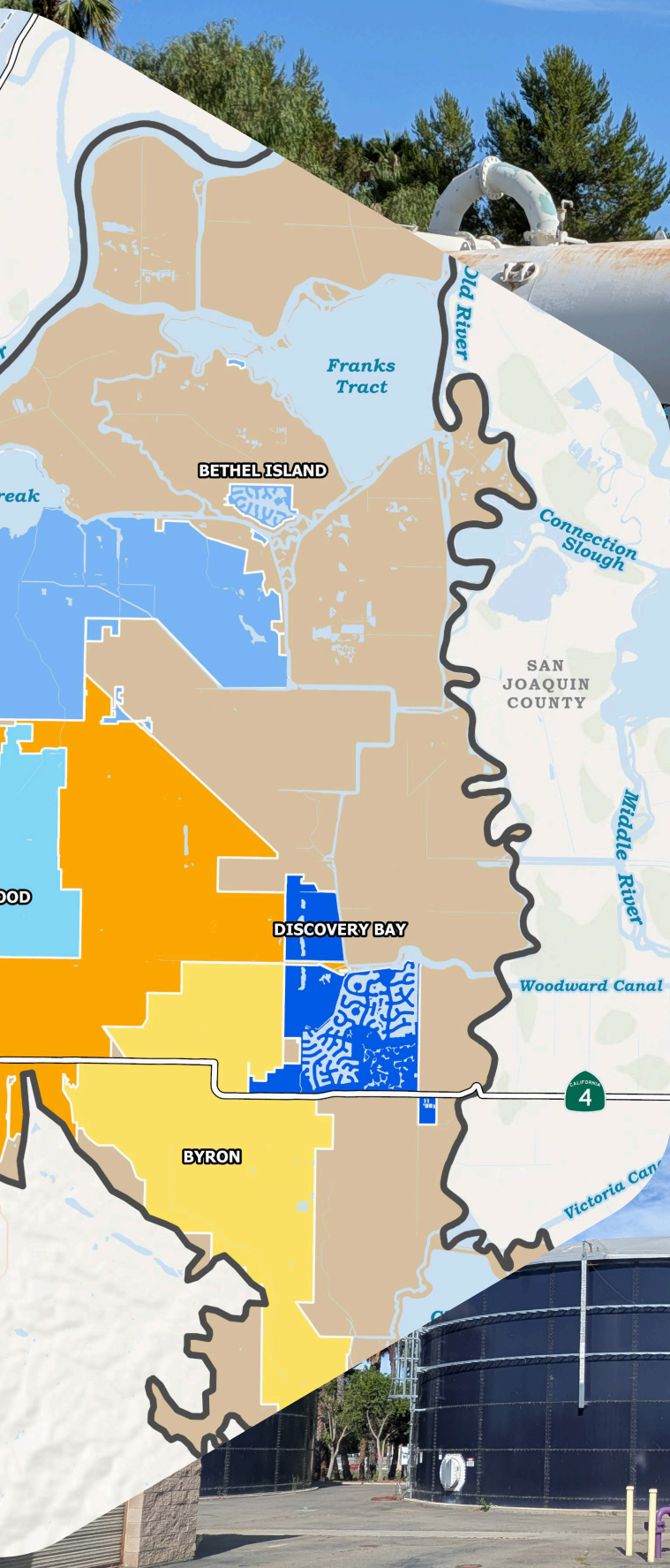
The 2025 UWMP has been prepared in accordance with the California Urban Water Management Planning Act (California Water Code Division 6, Part 2.6) and the California Department of Water Resources 2025 UWMP Guidebook.

Beginning May 20, 2026, the draft 2025 UWMP will be available for public review on the District's website at [www.toddb.ca.gov](http://www.toddb.ca.gov) and at the District office, 1800 Willow Lake Road, Discovery Bay, CA 94505, during regular business hours.

Written comments regarding the 2025 UWMP may be submitted to the District office no later than June 3, 2026, prior to the public hearing. Oral comments may also be presented at the public hearing during the public comment portion of the meeting. Following the hearing, the Board of Directors may consider adoption of the 2025 UWMP.

For special accommodation or additional information, please contact the District at (925) 634-1131.

ECT 6968461 May 20, 27, 2026



# Town of Discovery Bay Community Services District

## 2025 Urban Water Management Plan

### Administrative Draft





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TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT

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# 2025 Urban Water Management Plan (Administrative Draft)

May 2026

Prepared by Shobe Engineering



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## Acknowledgements

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This document was prepared in collaboration with Shobe Engineering (SHOBE), Town of Discovery Bay Community Services District (TODB or District), and information from the East Contra Costa Subbasin Groundwater Sustainability Agency Working Group (ECC Working Group).

### TODB Staff

Dina Breitstein, General Manager

Aaron Goldsworthy, Water/Wastewater Manager

Jeffery Dobretz, Water/Wastewater Operator

### TODB Board of Directors

Bryon Gutow, President

Kevin Graves, Vice President

Carolyn Graham, Director

Ashley Porter, Director

Lesley Belcher, Director

### Shobe Engineering

Justin Shobe, PE, Project Manager

Philip L'Amoreaux, PE, Senior Engineer

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## ACRONYMS & ABBREVIATIONS

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AF – Acre-Feet

AFY – Acre-Feet per Year

AB – Assembly Bill

AWIA – America’s Water Infrastructure Act

BBID – Byron Bethany Irrigation District

CCR – California Code of Regulations

CCWD – Contra Costa Water District

CII – Commercial, Industrial, and Institutional

CSD – Community Services District

DMM – Demand Management Measure

DRA – Drought Risk Assessment

DWR – California Department of Water Resources

ECC – East Contra Costa

ECCID – East Contra Costa Irrigation District

ECCSB – Eastern Contra Costa Subbasin

GPCD – Gallons per Capita per Day

GPDC – Gallons per Day per Connection

GPSCD – Gallons per Service Connection per Day

GSA – Groundwater Sustainability Agency

GSP – Groundwater Sustainability Plan

LHMP – Local Hazard Mitigation Plan

MG – Million Gallons

MGD – Million Gallons per Day

MGY – Million Gallons per Year

MWELO – Model Water Efficient Landscape Ordinance

SB – Senate Bill

SGMA – Sustainable Groundwater Management Act

SWRCB – State Water Resources Control Board

TDS – Total Dissolved Solids

TODB – Town of Discovery Bay

UWMP – Urban Water Management Plan

UWUO – Urban Water Use Objective

VFD – Variable Frequency Drive

WSCP – Water Shortage Contingency Plan

WTP – Water Treatment Plant

# CHAPTER 1 INTRODUCTION

## 1.1 Background and Purpose

The Urban Water Management Plan (UWMP) is a long-term planning document required by the California Urban Water Management Planning Act (California Water Code Division 6, Part 2.6, Sections 10610–10657). Urban water suppliers serving more than 3,000 customers or delivering more than 3,000 acre-feet of water annually must prepare and adopt an UWMP every five years and submit it to the California Department of Water Resources (DWR).

The UWMP evaluates current and projected water supplies and demands over a 20-year planning horizon and demonstrates the reliability of water service under normal, single-dry, and multiple dry year conditions. The UWMP also documents water shortage contingency planning, demand management measures, and other elements required by the Water Code.

This 2025 UWMP has been prepared in accordance with the DWR 2025 UWMP Guidebook and applicable provisions of the California Water Code. Following adoption by the Town of Discovery Bay Community Services District (District), the UWMP will be submitted to DWR for review. DWR reviews UWMPs for completeness and compliance with statutory requirements but does not approve or certify the plans.

## 1.2 Regulatory Context for 2025 UWMP

State water management regulations have evolved over recent UWMP cycles to place increasing emphasis on water use efficiency, system performance, and long-term sustainability. Earlier planning efforts included implementation of Senate Bill X7-7 (SBX7-7), which established a target to reduce urban per capita water use by 20 percent by 2020. Subsequent regulatory updates introduced annual water loss audits through SB 555, and the 'Making Conservation a California Way of Life' framework (SB 606 and AB 1668) established Urban Water Use Objectives (UWUO). While these objectives are formally enforced by the State Water Resources Control Board (SWRCB) through separate Annual Water Use Reports, the 2025 UWMP requires suppliers to describe how their long-term supply and demand planning aligns with these standards.

The 2025 UWMP reflects these ongoing regulatory developments, including enhanced reporting related to water system losses and water use efficiency. While some of these requirements are administered outside of the UWMP process, they inform the District's approach to water supply planning.

The UWMP serves as both a regulatory requirement and a planning tool to support informed decision-making and communication with customers, governing officials, LAFCO and other regulatory agencies.

## 1.3 UWMP Relationship to Other Planning Efforts

The UWMP is coordinated with the District's broader water resources planning efforts. Groundwater supplies are managed under the Sustainable Groundwater Management Act (SGMA) through the Eastern Contra Costa Groundwater Sustainability Agency (ECCGSA) Working Group, who adopted the Groundwater Sustainability Plan (GSP) in 2022. The UWMP is coordinated with the GSP and the District's Water Shortage Contingency Plan (WSCP), which was adopted as a standalone document and included as

Appendix D. In addition, the UWMP is consistent with local land use planning assumptions and reflects regional coordination efforts where applicable.

## 1.4 Grant and Loan Eligibility

Preparation and adoption of a UWMP is required for eligibility for certain State funding programs administered by DWR and the SWRCB. Maintaining an up-to-date UWMP allows the District to pursue funding opportunities for water supply, infrastructure, and resiliency projects.

## 1.5 Delta Plan Consistency

The District does not participate in any actions considered “covered actions” under the Delta Plan, which would involve use of surface water from the Sacramento-San Joaquin River Delta. Therefore, consistency with Delta Plan Policy WR P1 is not applicable.

## 1.6 UWMP Organization

2025 UWMP Chapters	Title	Description
<i>Chapter 1</i>	<b>Introduction and Lay Description</b>	Provides a background on the UWMP requirements and an overview of the Chapters.
<i>Chapter 2</i>	<b>Plan Preparation and Adoption</b>	Provides an overview of the UWMP and its purpose.
<i>Chapter 3</i>	<b>Service Area Description</b>	Describes the District’s service area, population, and system characteristics.
<i>Chapter 4</i>	<b>Water Use Characterization</b>	Summarizes historical water use and demand patterns.
<i>Chapter 5</i>	<b>SBX7-7 Baseline, 2020 Target, and 2025 Reporting</b>	Documents compliance with the Water Conservation Act of 2009 (SBX7-7) for the 2020 Target.
<i>Chapter 6</i>	<b>Water Supply Characterization</b>	Describes East Contra Costa Subbasin as provided in the Groundwater Sustainability Plan and available supply.
<i>Chapter 7</i>	<b>Water Service Reliability &amp; Drought Risk Assessment</b>	Evaluates supply reliability under normal, single-dry, and multiple dry-year conditions, and identifies potential future supply options.
<i>Chapter 8</i>	<b>Water Shortage Contingency Plan</b>	Summarizes the District’s adopted Water Shortage Contingency Plan (WSCP), which is included as an appendix.
<i>Chapter 9</i>	<b>Demand Management Measures</b>	Describes water conservation and efficiency programs.

## CHAPTER 2 PLAN PREPARATION AND ADOPTION

### 2.1 UWMP Preparation

This Urban Water Management Plan (UWMP) was prepared by the Town of Discovery Bay Community Services District (District) in accordance with the California Urban Water Management Planning Act and the California Department of Water Resources (DWR) 2025 UWMP Guidebook (final was released in January 2026). The UWMP must be adopted by the District and submitted to DWR by July 1, 2026 after undergoing public review.

### 2.2 Basis for Preparing an UWMP

The District is required to prepare an UWMP as an urban water supplier serving more than 3,000 municipal connections and supplying more than 3,000 acre-feet of water annually.

Table 2-2 identifies the District’s public water system information as reported to DWR.

The UWMP is based on:

- Historical water production and water use data
- Current system operations and supply sources
- Projected population and service connections
- Applicable planning documents and regulatory requirements

**Table 2-1: Public Water Systems (DWR 2-1R)**

Has there been a change in the number of affiliated Public Water Systems since the 2020 UWMP? (OPTIONAL)			No
Public Water System Number	Public Water System Name	Number of Municipal Connections 2025	Volume of Water Supplied 2025 (MG)
Add additional rows as needed			
CA0710009	Town of Discovery Bay Community Services District	6,166	1,014
<b>Total</b>		<b>6,166</b>	<b>1,014</b>

### 2.3 Supplier and Plan Information

This is an individual UWMP for the District. The District is not part of a regional UWMP nor a regional alliance (Table 2-2). The District is a retail supplier that relies solely on groundwater. No water is purchased from a wholesale supplier. The units of measure within this UWMP are in million gallons (MG) unless otherwise noted. Water measurements are reported on a calendar year basis (Table 2-3)

**Table 2-2: Plan Identification (DWR 2-2)**

Select One or Both	Type of Plan	Name of Regional Alliance or RUWMP (Drop Down List)
<input checked="" type="checkbox"/>	<b>Individual UWMP</b>	
<input type="checkbox"/>	Water Supplier is also a member of a SB X7-7 Regional Alliance	
<input type="checkbox"/>	<b>Regional Urban Water Management Plan (RUWMP)</b>	

**Table 2-3: Supplier Identification (DWR 2-3)**

Type of Supplier (select one or both)	
<input type="checkbox"/>	Supplier is a wholesale supplier
<input checked="" type="checkbox"/>	Supplier is a retail supplier
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables are in calendar years
<input type="checkbox"/>	UWMP Tables are in fiscal years
If using fiscal years provide month and date that the fiscal year begins (mm/dd)	
Units of measure used in UWMP (Select from the drop down list).	
Unit	MG

## 2.4 Coordination and Outreach

The District coordinated with appropriate agencies and stakeholders in preparation of the UWMP, as required by the Water Code. This coordination included providing notification to relevant agencies, including cities, counties, and water management agencies within or adjacent to the service area (Table 2-4).

The UWMP was made available for public review, and outreach was conducted in accordance with statutory requirements to provide an opportunity for public and agency input.

**Table 2-4: Agency Coordination (DWR 10-1R)**

City / Special District Name	60 Day Notice	Notice of Public Hearing
Add additional rows as needed		
Contra Costa LAFCO	Yes	Yes
City of Brentwood	Yes	Yes
City of Oakley	Yes	Yes
Contra Costa County GSA	Yes	Yes
City of Brentwood	Yes	Yes
City of Antioch	Yes	Yes
Diablo Water District	Yes	Yes
East Contra Costa Irrigation District	Yes	Yes
Contra Costa Water District	Yes	Yes
Byron-Bethany Irrigation District	Yes	Yes
Reclamation District 800	Yes	Yes
Contra Costa Flood Control & Water Conservation District	Yes	Yes
Contra Costa County Fire Protection District	Yes	Yes
County Name Drop Down List	60 Day Notice	Notice of Public Hearing
Add additional rows as needed		
Contra Costa County	Yes	Yes

## 2.5 UWMP Adoption, Submittal, and Implementation

### 2.5.1 Notice of UWMP and WSCP Preparation and Adoption

Notice of preparation of the UWMP and the Water Shortage Contingency Plan (WSCP) was provided in accordance with Water Code requirements. A notice to the county and nearby cities and water districts was sent at least 60 days prior to the public hearing of the District’s intent to review and adopt the UWMP.

A public hearing was held to separately for the WSCP and UWMP. The plans were made available to the public at least 14 days prior to the respective public hearings and two newspaper notices were public at least 5 days apart. Following the public review period, the District’s Board of Directors adopted the WSCP and UWMP at said public meetings.

### 2.5.2 Submittal of the UWMP and WSCP

Following adoption, the UWMP and WSCP were submitted to the California Department of Water Resources and other required agencies in accordance with statutory requirements.

### 2.5.3 Amending the UWMP and WSCP

Amendments to the UWMP and WSCP will be on an as-needed basis, either on the 5-year regulatory cycle or sooner if significant changes occur

## CHAPTER 3 SERVICE AREA DESCRIPTION

### 3.1 General Description

#### 3.1.1 Water Service Area

The Town of Discovery Bay Community Services District (District) provides potable water and wastewater services to the community of Discovery Bay in eastern Contra Costa County, California. The District is governed by a five-member Board of Directors.

Discovery Bay is a planned community encompassing approximately 3,600 acres originally developed in the 1970s and is characterized by residential development constructed around a network of human-made lakes and channels. These waterways are managed in coordination with Reclamation District 800 and the U.S. Army Corps of Engineers. The service area is generally flat in topography and is predominantly residential, with supporting commercial, institutional, and landscape irrigation uses.

The District's service area boundary is shown on **Figure 3-1**. The boundary reflects the current service area, including recent annexations approved through the Contra Costa Local Agency Formation Commission (LAFCO) that updated the District's Sphere of Influence (SOI).

#### 3.1.2 Jurisdictional Boundary Changes

The District's service area boundary may be modified over time through annexation or detachment actions approved by LAFCO. A recent annexation expanded the District's boundary to include the Pantages subdivision within the District's Sphere of Influence.

Additional planning efforts are ongoing at the County level related to potential modifications to the Urban Limit Line (ULL). These efforts include evaluation of agricultural conservation and development buffer areas adjacent to the existing community. As these planning efforts are not finalized at the time of this UWMP, they are not reflected in the service area boundary or land use figures presented herein.

#### 3.1.3 Water Supply Infrastructure

The District's water supply is derived from groundwater extracted from multiple production wells and treatment facilities to meet potable water quality standards.

The District currently operates five active groundwater wells. Wells 1B, 2, and 6 provide raw water to the Willow Lake Water Treatment Plant (WTP). Wells 4A and 7 provide raw water to the Newport WTP. A new groundwater source, Well 8, is being constructed as a standalone water treatment plant site and is anticipated to be in service within the year. The general layout of the water and wastewater systems is shown on **Figure 3-2**.

The District's water supply capacity is defined by the combined production capacity of its wells and treatment units. Reliability is evaluated on the ability to meet demand with the largest production source offline. Under present conditions, total supply capacity is approximately 8 million gallons per day (MGD) and the reliable capacity is 6 MGD. Once Well 8 is online, total supply capacity will be 10 MGD and the reliable capacity will be 8 MGD.

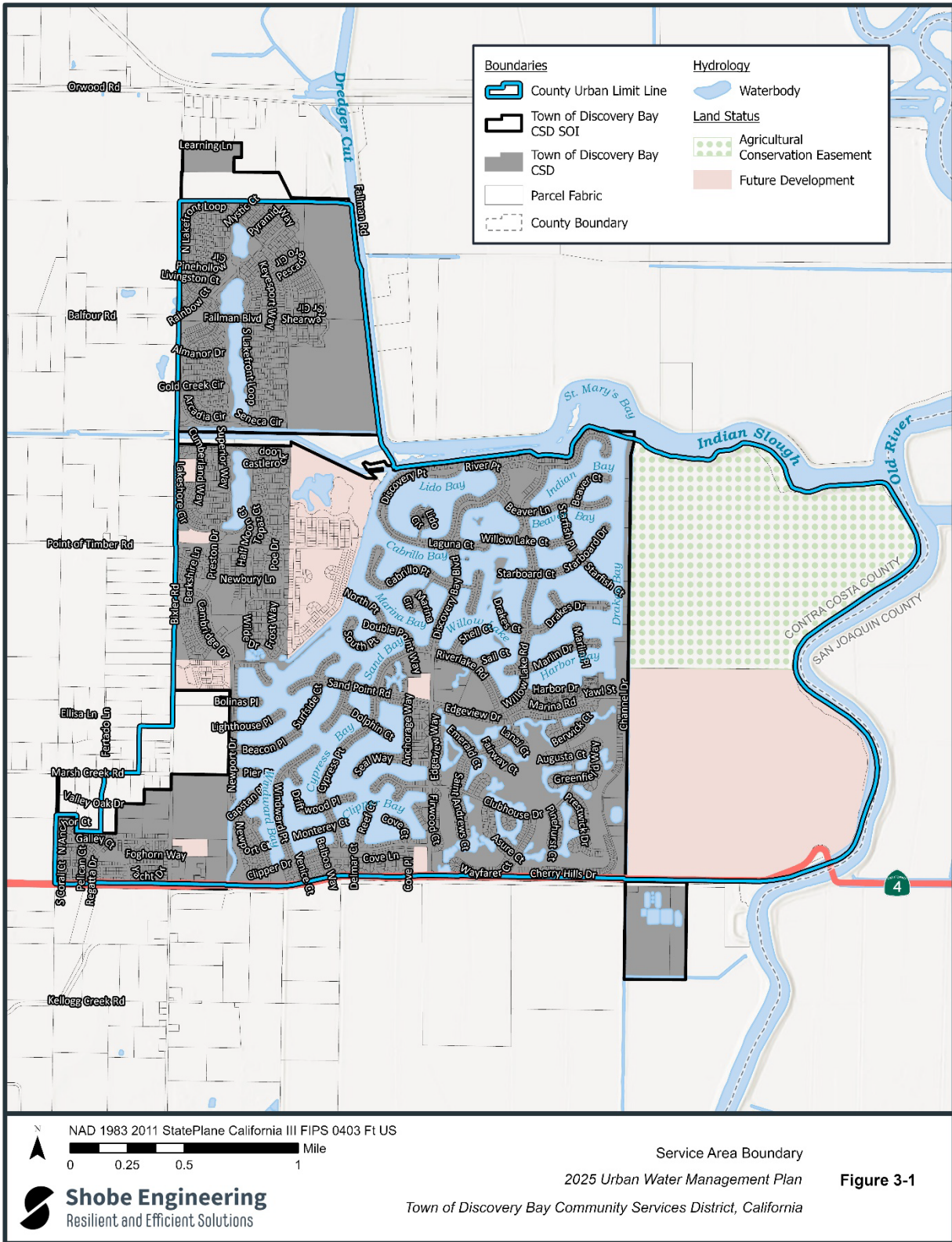


Figure 3-1: Service Area Boundary

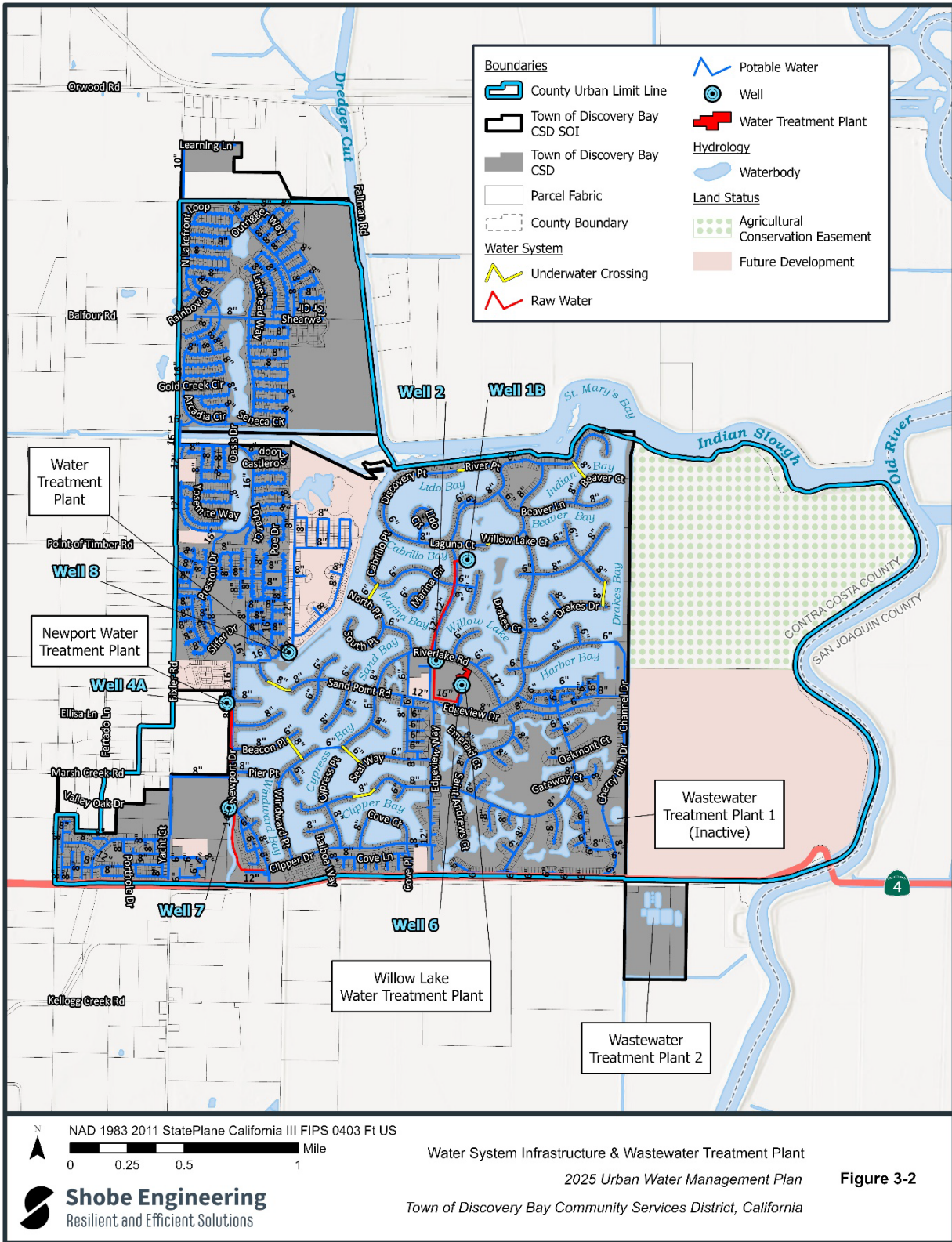


Figure 3-2: water System Infrastructure & WWTP

## 3.2 Service Area Climate

The District is located in a Mediterranean climate zone characterized by hot, dry summers and mild, wetter winters, characteristic of the surrounding Delta setting. Precipitation occurs primarily between November and March, with limited rainfall during the summer months. Maximum annual rainfall varies significantly depending on hydrologic conditions, with wet years exceeding typical averages. Most precipitation occurs during winter storm events, while summer months receive little to no rainfall. Climate conditions influence seasonal water demand, particularly irrigation use during the summer months. Average climate conditions for the service area are summarized in Table 3-1 from data available from the Antioch weather station.

**Table 3-1: Average Climate**

Climate Condition	Value Range
<i>Average Temperatures</i>	37 F – 91 F
<i>Extreme Temperatures</i>	30 F – 117 F
<i>Wet Season Average Precipitation (Nov-March)</i>	1-2 inches per month
<i>Average Annual Precipitation</i>	10-13 inches per year

## 3.3 Service Area Population and Demographics

### 3.3.1 Population

U.S. Census Bureau data was used as the basis for estimating the current service area population. Discovery Bay is identified by the U.S. Census Bureau as a Census Designated Place (CDP), and the Discovery Bay CDP generally overlaps the District’s water service area. The 2020 UWMP used this same approach because the CDP boundary closely corresponded with the District’s service area boundary.

The 2020 U.S. Census reported a population of 15,358 for the Discovery Bay CDP. The Census also reported 6,101 total housing units, 5,494 households used as usual residences, and 2.80 persons per household. Because Discovery Bay includes vacation and part-time residences associated with recreation in the community, the difference between total housing units and usual-residence households was used to estimate a transient population component. This results in 607 housing units assumed to represent vacation or part-time residences.

These part-time residences were assumed to be occupied 25 percent of the time. Applying the 2.80 persons-per-household factor results in an estimated transient population of approximately 424 people. Adding this transient population to the Census-reported usual-residence population results in an estimated 2020 service area population of 15,782. In 2020, the District had a total number of service connections of 6,134, resulting in a persons-per-connection factor of 2.57.

For 2025 and future years, population projections were developed using the service connection–based approach. The 2.57 factor was applied to total services in 2025 of 6,166 resulting in a current population of 15,865. Through 2035, growth is estimated from the known and anticipated developments, including infill developments currently underway and the proposed Cecchini Ranch. These planned developments are assumed to increase total service connections from the current 6,166 in 2025 to approximately 9,298 by 2035 (Table 3-2).

Beyond 2035, population growth is projected using an upper-bound historical growth rate of approximately 3.4 percent per year (Table 3-2). This approach provides a conservatively high estimate of future population to establish an adequate available supply under the UWMP framework.

**Table 3-2: Current and Projected Population (DWR 3-1R)**

Population Served	2025	2030	2035	2040	2045	2050(opt)
	15,865	18,556	23,923	27,991	32,751	38,321

**3.3.2 Other Social , Economic, and Demographic Factors**

The District’s service area is primarily residential, with a stable customer base and limited industrial or large commercial demand. Demographic conditions are not expected to significantly alter overall water use patterns beyond those reflected in projected population growth and land use.

**3.4 Land Uses Within the Service Area**

Land use within the District is predominantly residential, with supporting commercial, institutional, and recreational uses. Irrigated landscapes, including parks, common areas, and private landscaping, contribute to overall water demand.

Land use within the service area is shown on **Figure 3-3**, which reflects current and planned development consistent with local planning documents.

The District is located within the Eastern Contra Costa Subbasin, as shown on **Figure 3-4**, which provides regional context for groundwater management and supply planning.

Future land use assumptions reflected in this UWMP are based on adopted planning documents and known development projects. These assumptions form the basis for the projected service connections and water demands presented in Chapter 4.

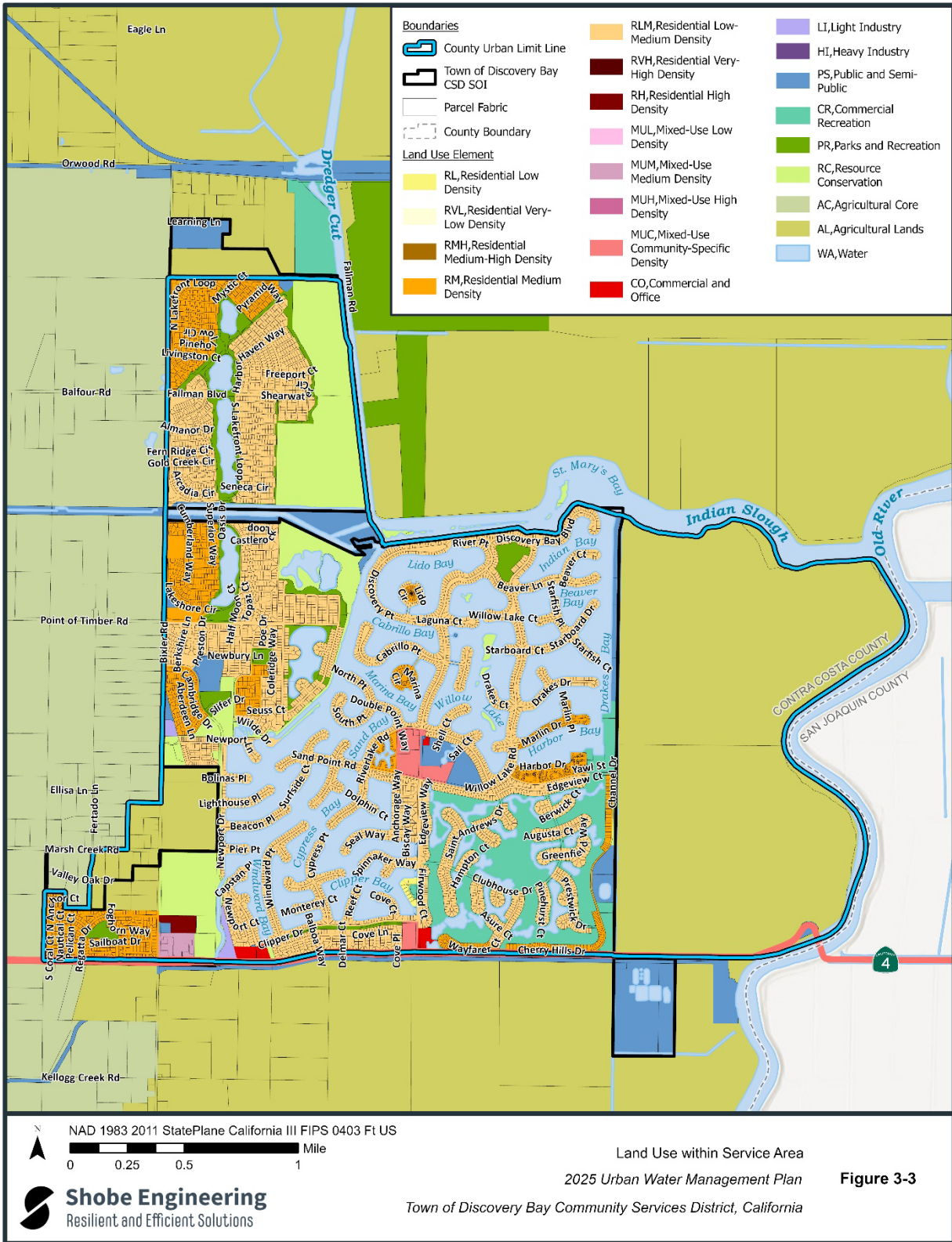


Figure 3-3: Land Use Within Service Area

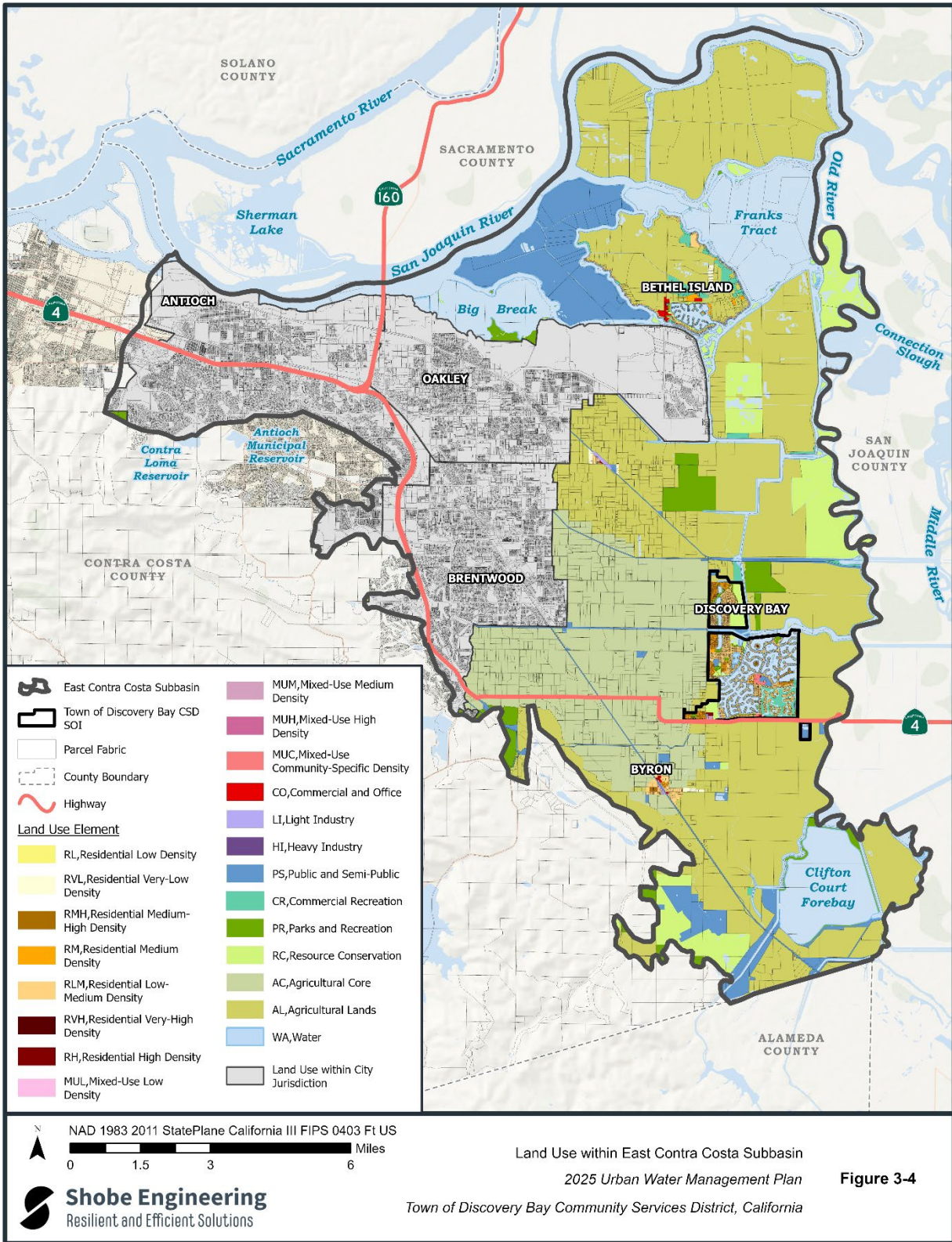


Figure 3-4: Land Use Within ECC Subbasin

## CHAPTER 4 WATER USE CHARACTERIZATION

### 4.1 Non-Potable Versus Potable Water Use

The District does not use or have access to recycled water.

### 4.2 Historical Water Use Trend

The District’s total water production in 2025 was approximately 1,014 million gallons (MG). Water use is primarily residential, with smaller contributions from commercial/institutional and landscape irrigation demands. System losses are also accounted for as part of total production.

Table 4-1 summarizes water use by category for 2025.

**Table 4-1: 2025 Actual Total Water Use for Potable and Non-Potable (AFY) (DWR 4-1R)**

Use Type	Additional Description	Level of Treatment	Volume (MG)
Single Family	Includes Multi-Family	Potable	668
Institutional/Governmental	Includes Commercial	Potable	16
Landscape		Potable	171
Distribution System Water Loss		Potable	159
Subtotal Potable			1,014
Subtotal Non-Potable			0
<b>Total</b>			<b>1,014</b>

Over the past decade, total water production has declined from pre-drought levels and has stabilized in recent years. Prior to the 2015 drought, annual production averaged approximately 1,200 MG. During the 2015 drought, production declined significantly to approximately 856 MG. Since 2020, annual production has stabilized between approximately 1,009 and 1,092 MG, with recent usage of 1,014 MG representing a new baseline level of demand.

Water use per connection has remained relatively stable since 2017, indicating that current demand patterns are representative of long-term conditions and are appropriate for use in projecting future demands.

### 4.3 Past Water Use by Sector

Water use within the District is dominated by residential demand, which accounts for the majority of total water use. Commercial/institutional and landscape irrigation demands represent smaller portions of total demand but are important components of overall system use.

Average water use per connection, based on recent historical data, is summarized as follows:

- **Residential (SFR and MFR):** approximately 326 gallons per service connection per day (gpscd)
- **Commercial/Institutional:** approximately 1,063 gpdc
- **Landscape Irrigation:** approximately 4,626 gpdc
- **Total Water Losses from Audits:** approximately 15% of production

These values are based on observed usage over the past several years and reflect stable water use patterns since 2017.

#### 4.4 Projected Water Use

Projected water demand increases over the planning horizon as a result of population growth and development within the District’s service area. Future water demand was projected using a service connection–based approach that directly relates system growth to water use. This method estimates future demand by projecting the number of service connections by customer category and applying representative average water use per connection based on recent historical conditions.

Through approximately 2035, projected service connections reflect known and anticipated development within the District’s service area, including infill development and planned projects. Beyond 2035, future growth is projected using an upper-bound historical growth rate of approximately 3.4 percent per year. This approach provides a conservatively high estimate of future growth and associated water demand for planning purposes.

The average water use per service connection was applied to projected service connections to estimate demand by sector. System losses were incorporated into total demand using a factor based on recent water audit results.

This methodology results in a consistent and conservative estimate of future demand that does not assume reductions from future conservation requirements or regulatory changes.

Projected water demand by sector is presented in **Table 4-2** for five-year increments from 2030 through 2050.

**Table 4-2: Projected Water Demands by Sector (AFY) (DWR 4-2R)**

Use Type	Additional Description	2030	2035	2040	2045	2050
Single Family	Includes Multi-Family	840	1,076	1,259	1,473	1,723
Institutional/ Governmental	Includes Commercial	19	57	67	79	92
Landscape		190	194	227	266	311
Distribution System Water Loss		151	191	224	262	306
Subtotal Potable		1,200	1,518	1,777	2,080	2,432
Subtotal Non-Potable		0	0	0	0	0
<b>Total</b>		<b>1,200</b>	<b>1,518</b>	<b>1,777</b>	<b>2,080</b>	<b>2,432</b>

**Table 4-3: Inclusion in Water use Projections (DWR 4-3R)**

<p><b>Are Future Water Savings Included in Projections?</b>                  (Refer to Appendix K of UWMP Guidebook)                  Drop down list (y/n)</p>	No
<p>If "Yes" to above:                  State the section or page number, in the cell to the right, where citations of the codes, ordinances, or otherwise are utilized in demand projections are found.  <b>OPTIONAL</b> Suppliers may complete Optional Submittal Table 4-4 R to quantify the expected savings.</p>	
<p><b>Are Lower Income Residential Demands Included In Projections?</b>                  (Refer to Appendix K of UWMP Guidebook)                  Drop down list (y/n)</p>	No
<p><b>OPTIONAL</b> If the method for accounting Lower Income Residential Demands has been included, provide page number where this accounting can be found.</p>	

### 4.5 Distribution System Water Loss and Regulations

The District has conducted annual water loss audits since 2016 in accordance with State requirements and reports these results through the State’s water audit reporting system. Table 4-4 confirms that water loss audits have been completed and submitted for the period from 2020 through 2024.

**Table 4-4: Water Loss Audit Reporting (DWR 4-5R)**

Public Water System ID # Reported in Table 2-1 R	Reporting Period	Submitted to DWR Water Loss Audit Program (yes/no)
<b>Report submittal status for all five years for each Public Water System as available. Add rows as needed</b>		
CA0710009	2020	Yes ( <a href="#">WUE Data Portal Link</a> )
	2021	Yes ( <a href="#">WUE Data Portal Link</a> )
	2022	Yes ( <a href="#">WUE Data Portal Link</a> )
	2023	Yes ( <a href="#">WUE Data Portal Link</a> )
	2024	Yes ( <a href="#">WUE Data Portal Link</a> )

The State Water Resources Control Board (SWRCB) has established water loss performance standards for each urban water supplier as part of the “Making Conservation a California Way of Life” framework. These standards establish allowable levels of real and apparent water losses that suppliers are required to meet by 2028. Compliance will be evaluated based on water audit results submitted in the years leading up to 2028.

Real water losses represent physical losses from the system such as leaks and main breaks, while apparent losses are non-physical losses such as meter inaccuracies, data handling errors, or unauthorized consumption.

The District’s assigned real water loss standard is 13.9 gallons per service connection per day (gpscd). The baseline used by the State to establish this standard reflects water audit data from 2017-2020, which indicated real water losses on the order of approximately 19.9 gpscd. This standard represents the Economic Level of Water Loss (ELWL) as determined by the State’s economic model, which identifies the point at which the cost of further loss reduction would exceed the value of the water saved.

The most recent water audit indicates that reported real water loss is approximately 63.2 gpscd, which exceeds both the historical baseline and the assigned standard. This difference may be influenced by changes in reporting methods, data quality improvements, or updated system information rather than a direct increase in physical system losses.

The District is currently evaluating its water loss metrics and audit methodologies to better understand these differences and to identify appropriate actions to improve performance and meet the 2028 compliance requirement.

Progress toward meeting the State’s water loss standard is summarized in Table 4-5.

**Table 4-5: Progress Towards 2028 Water Loss Standard (DWR 4-6R)**

Public Water System ID	Did SWRCB Calculate a Water Loss Standard for this System?	Real Water Loss				
		SWRCB 2028 Real Water Loss Standard	Units	Most Recent Audit # of Connections	Most Recent Audit Volume of Total Real Losses	Real Water Loss per Unit
CA0710009	Yes	13.9	Gallons per Service Connection per Day (GPSCD)	6,166	142.256	63.2

Apparent Water Loss				
SWRCB 2028 Apparent Water Loss Standard	Units	Most Recent Audit # of Connections	Most Recent Audit Volume of Total Apparent Losses	Real Water Loss per Unit
7.4	Gallons per Service Connection per Day (GPSCD)	6,166	16.678	7.4

## 4.6 Lower Income Households

In accordance with Water Code Section 10631.1, the District includes an estimate of projected water use for lower income households within its service area. Lower income households are defined pursuant to Section 50079.5 of the California Health and Safety Code.

The District does not maintain detailed records identifying water use by income category. Additionally, local planning documents, including the Contra Costa County General Plan, do not identify specific locations of lower income housing within the Discovery Bay service area.

Based on the most recent U.S. Census Bureau American Community Survey (ACS) 2024 5-year estimates, about 7.4 percent of Discovery Bay's population lives below the federal poverty line. In the absence of more detailed local data, projected water use for lower income households is assumed to represent a proportional share of total residential water demand.

Accordingly, lower income residential water use is estimated at approximately 7.4 percent of total residential demand for both current and projected conditions. This approach provides a reasonable planning-level estimate for purposes of UWMP reporting.

## 4.7 Climate Change Considerations

The potential effects of climate change on water supply and demand are considered as part of the District's long-term planning efforts. While the District has not conducted a standalone climate change analysis specific to its service area, regional and basin-wide evaluations have been completed through the ECC GSP adopted in 2022.

The GSP evaluates groundwater conditions under a range of hydrologic scenarios, including variations in recharge and demand that are consistent with potential climate change impacts. These analyses indicate the ECC Subbasin is projected to be sustainable under various future scenarios including those that incorporate climate change and sea level rise (GSP, 2022).

The District relies entirely on groundwater supplies, which are generally less sensitive to short-term climate variability than surface water sources. However, long-term changes in precipitation patterns, recharge, and water demand may influence groundwater conditions over time. These factors are addressed through SGMA implementation and ongoing basin management.

For purposes of this UWMP, projected water demands are based on historical usage patterns and do not include adjustments for potential climate-driven changes in demand. This approach provides a conservative estimate of future demand. Water supply reliability, including the ability to meet demands under varying hydrologic conditions, is evaluated in Chapter 7.

The District will continue to rely on regional groundwater management efforts and future updates to the GSP to address climate change considerations and ensure long-term water supply sustainability.

# CHAPTER 5 SBX7-7 BASELINE, 2020 TARGET, AND 2025 REPORTING

## 5.1 Background

The Water Conservation Act of 2009 (Senate Bill X7-7) required urban water suppliers to reduce per capita water use by 20 percent by the year 2020. Compliance with SB X7-7 was required to be demonstrated in the 2020 Urban Water Management Plan.

## 5.2 SBX7-7 Compliance Status

The District established an individual per capita water use target of 209 gallons per capita per day (GPCD) for 2020. Actual water use in 2020 was 185 GPCD, demonstrating that the District successfully achieved its SB X7-7 target (Table 5-1). The District was not part of a merger or consolidation since 2020 and continues to operate under its individual target.

**Table 5-1: SBX7-7 2020 Target Progress (DWR 5-1R)**

Was Supplier part of a merger or consolidation since 2020?	Regional Alliance Target or Individual Target? Drop down list	2020 Target GPCD	Actual 2020 GPCD	Did Supplier Achieve Targeted Reduction for 2020?	Only for suppliers that did not meet the Target in 2020 See DWR NOTES below.	
					Actual 2025 GPCD (From SB X7-7 Compliance Form)	Did Supplier meet the 2020 Target in 2025?
No	Individual Target	209	185	Yes	NA	NA

## 5.3 Ongoing Applicability

SB X7-7 requirements were applicable through 2020 and have since been superseded by newer State regulatory frameworks related to water use efficiency, including the “Making Conservation a California Way of Life” legislation (SB 606 and AB 1668). These regulations establish Urban Water Use Objectives, which incorporate an indoor residential water use standard currently set at 55 gallons per capita per day (GPCD), reducing to 47 GPCD by 2030.

The District’s successful compliance with SB X7-7 demonstrates its continued commitment to efficient water use and provides a foundation for meeting future State water use objectives.

The District’s 2020 SB X7-7 target also serves as a reference point within the State Water Resources Control Board’s framework, where it may be used as a backstop in the development of Urban Water Use Objectives.

## CHAPTER 6 WATER SUPPLY CHARACTERIZATION

### 6.1 Overview

This chapter describes the District’s water supply sources, including groundwater, wastewater, and potential future supply opportunities. The District’s water supply is derived entirely from local groundwater sources within the Eastern Contra Costa Subbasin (ECCSB). The District does not currently rely on imported or purchased water supplies and does not utilize recycled water.

### 6.2 Groundwater Supply

#### 6.2.1 Basin Setting (GSP Summary)

The District is located within the Eastern Contra Costa Subbasin, a groundwater basin identified and managed under the Sustainable Groundwater Management Act (SGMA). The subbasin is governed by multiple Groundwater Sustainability Agencies (GSAs), as shown on **Figure 6-1**.

The Groundwater Sustainability Plan (GSP) for the subbasin was developed through a coordinated effort by the Eastern Contra Costa Subbasin GSA Working Group, which represents the participating GSAs within the basin. This collaborative approach ensures consistent management objectives, data sharing, and long-term planning across the subbasin.

The GSP, adopted in 2022, provides a comprehensive evaluation of basin conditions, including groundwater levels, water quality, recharge, and long-term sustainability. The plan establishes a framework to ensure that groundwater use remains within sustainable yield and avoids undesirable results as defined by SGMA.

Based on the GSP, groundwater conditions within the subbasin are considered sustainable under current and projected conditions. The District’s groundwater use represents a portion of total basin pumping and is consistent with long-term basin management objectives.

#### 6.2.2 Hydrogeologic Setting in Discovery Bay

The District is located in the northwestern portion of the San Joaquin Valley, within the Great Valley geomorphic province and adjacent to the Sacramento–San Joaquin Delta. Surface water features in the area include Old River and interconnected Delta channels.

The regional geologic setting consists of deep marine sedimentary formations overlain by younger unconsolidated alluvial deposits. The deeper formations contain saline groundwater and are not suitable for potable supply.

Overlying these formations are Pleistocene and Holocene alluvial deposits composed of interbedded sands, gravels, silts, and clays. These deposits form the primary aquifer system within the Eastern Contra Costa Subbasin.

The District’s groundwater supply is produced from this alluvial aquifer system, typically from depths of approximately 250 to 350 feet below ground surface, where permeable sand and gravel units provide

reliable yields. At shallower and deeper intervals, groundwater quality may be degraded due to the presence of brackish or saline water.

The hydrogeologic framework described above is consistent with the conceptual basin model presented in the 2022 GSP.

### 6.2.3 Groundwater Conditions

Groundwater conditions within the District are characterized by stable water levels and generally consistent water quality, based on long-term monitoring and basin-wide analysis documented in the GSP.

Water level data indicate that groundwater elevations respond to variations in pumping and hydrologic conditions. During periods of increased demand and drought, water levels have declined; however, levels have recovered following reductions in pumping and improved hydrologic conditions. This demonstrates that groundwater levels are responsive to demand management and that the system can recover following periods of stress.

Historical data do not indicate long-term declines in groundwater levels or other conditions associated with unsustainable use. These findings are consistent with the GSP, which concludes that groundwater use within the subbasin is managed within sustainable yield.

Groundwater quality meets primary drinking water standards following treatment. The source water is generally characterized as hard, with elevated total dissolved solids (TDS), and requires treatment for constituents such as iron and manganese. In addition, the presence of brackish to saline water in adjacent aquifer zones requires proper well construction and sealing to protect the potable supply aquifer.

Overall, groundwater conditions within the District are considered stable and sustainable under current and projected use.

**Table 6-1: Water Supply Wells**

<i>Well Name</i>	<b>Well 1B</b>	<b>Well 2</b>	<b>Well 4A</b>	<b>Well 6</b>	<b>Well 7</b>
<i>Year Drilled</i>	1995	1971	1996	2009	2014
<i>Well Depth</i>	350 ft	348 ft	357 ft	360 ft	346 ft
<i>Screen Interval</i>	271-289 ft	247-338 ft	313-349 ft	270-295 ft	282-292 ft
<i>Casing Diameter</i>	16 in	12 in	16 in	18 in	18 in
<i>Capacity</i>	1,600 gpm	850 gpm	1,800 gpm	1,700 gpm	1,800 gpm

### 6.2.4 Historic Groundwater Pumping

Groundwater pumping by the District represents the total volume of water supplied to customers. Historical pumping has varied in response to population growth, hydrologic conditions, and conservation efforts.

Prior to the 2015 drought, annual groundwater production averaged approximately 1,200 MG. During the drought, production declined significantly as a result of conservation measures, reaching approximately 900 MG. Since 2020, groundwater production has stabilized between approximately 1,000 and 1,100 MG annually, reflecting current demand conditions.

**Table 6-2: Groundwater Volume Pumped (DWR 6-1R)**

<input type="checkbox"/>	Check the box if the Supplier does not pump groundwater. Proceed to the next table.						
<input type="checkbox"/>	Check the box if all or part of the groundwater described below is desalinated.						
Groundwater Type	Water Type	Location or Basin Name	2021	2022	2023	2024	2025
			(MG)	(MG)	(MG)	(MG)	(MG)
Alluvial Basin	Potable	East Contra Costa Subbasin	1,021	1,009	1,018	1,062	1,014
<b>Total</b>			<b>1,021</b>	<b>1,009</b>	<b>1,018</b>	<b>1,062</b>	<b>1,014</b>

**6.2.5 Available Groundwater Supplies**

Available groundwater supply for the District is defined by both the physical capacity of its groundwater production facilities and the long-term availability of groundwater within the Eastern Contra Costa Subbasin as described in the Groundwater Sustainability Plan (GSP).

The GSP distinguishes between total groundwater availability, sustainable yield, and varying hydrologic conditions; however, for purposes of this UWMP, the available supply is represented by the projected planning-level supply identified for the District.

The District’s groundwater wells and treatment facilities are designed to meet maximum day demand (MDD). With the District’s current infrastructure, approximately 8 million gallons per day (MGD) can be produced. For long-term planning, the GSP (Table 4-5 of ECCGSA GSP) identifies a projected available groundwater supply for the District’s service area of approximately 7,700 acre-feet per year, or approximately 2,500 MGY through 2050.

Based on this evaluation, groundwater supplies are considered sufficient to meet current and projected demands within the UWMP planning horizon.

**6.3 Purchased or Imported Water**

The District does not currently purchase or import water from external suppliers and does not rely on imported water to meet customer demand.

**6.4 Surface Water**

The District does not currently utilize surface water as a potable water supply source. Surface water resources are present regionally within the Sacramento–San Joaquin Delta and associated waterways. Nearby agencies, including Contra Costa Water District (CCWD), East Contra Costa Irrigation District (ECCID), and Byron Bethany Irrigation District (BBID), obtain and convey surface water from Delta diversions for municipal and agricultural uses.

Within the Discovery Bay area, surface water features include a network of man-made lakes and channels connected to Delta waterways and managed in coordination with Reclamation District 800 and the U.S. Army Corps of Engineers. These water bodies are not developed or treated for potable use by the District.

Surface water does not currently contribute to the District’s water supply portfolio and is not included in available supply calculations presented in this UWMP. Potential future consideration of surface water as a supplemental supply is discussed in Section 6.9.

## 6.5 Stormwater

Stormwater is not currently captured or utilized as a water supply source within the District. Given the limited precipitation and developed nature of the service area, stormwater is not considered a significant source of supply for the purposes of this UWMP.

## 6.6 Wastewater and Recycled Water

### 6.6.1 Recycled Water Coordination

The District provides both water and wastewater services within its service area and is responsible for planning and evaluating recycled water opportunities. Recycled water planning is coordinated internally and considers system configuration, water quality, infrastructure requirements, and potential end uses.

To date, recycled water has not been implemented as a supply source within the District. The District continues to evaluate recycled water opportunities as part of its long-term planning efforts, including potential coordination with local users where feasible.

### 6.6.2 Wastewater Collection, Treatment and Disposal

The District owns and operates a wastewater collection and treatment system that serves the Discovery Bay community. Wastewater is collected and conveyed to the District's wastewater treatment plant, where it undergoes tertiary-level treatment.

Treated effluent is discharged to Old River, located to the southeast of the community, in accordance with applicable regulatory permits and requirements.

### 6.6.3 Recycled Water Use

The District does not currently utilize recycled water for direct beneficial use within the service area.

The wastewater treatment plant produces tertiary treated effluent that could potentially be permitted for recycled water use. However, implementation of recycled water has not occurred due to a combination of infrastructure, water quality, and economic considerations.

Some portions of the District have been constructed with recycled water ("purple pipe") infrastructure; however, these areas are generally located at the outer extents of the service area. Delivering recycled water to these areas would require significant conveyance improvements from the wastewater treatment plant.

In addition, treated wastewater has elevated salinity and boron concentrations due to the characteristics of the underlying groundwater supply and contributions from residential water softeners. These water quality conditions limit the suitability of recycled water for irrigation use, particularly for landscape and turf applications.

Potential use of recycled water for irrigation at nearby facilities, such as the golf course, has been considered. However, water quality constraints would likely require blending with potable water, reducing the overall potable water offset and limiting the effectiveness of recycled water as a supply alternative.

**Table 6-3: Wastewater Collected Within Service Area in 2025 (DWR 6-2)**

<input type="checkbox"/>	Check the box if there is no wastewater collection system. Proceed to the next table.			
100%	Percentage of 2025 service area served by wastewater collection system (OPTIONAL)			
100%	Percentage of 2025 service area population served by wastewater collection system (OPTIONAL)			
Wastewater Collection			Recipient of Collected Wastewater	
Name of Wastewater Collection Agency	Wastewater Volume Metered	Volume of Wastewater Collected from UWMP Service Area 2025	Name of Wastewater Treatment Plant (WWTP) and Place ID Number	Is WWTP Located Within UWMP Area?
		(MG)		
Town of Discovery Bay Community Services District	Metered	387	Discovery Bay WWTP, Place ID 220315	Yes

**Table 6-4: Wastewater Treatment and Outcomes Within Service Area in 2025 (DWR 6-3R)**

<input type="checkbox"/>	Check the box if no wastewater is treated or disposed of within the UWMP service area. Proceed to the next table.								
Wastewater Treatment Plant Name and Place ID Number	Does This Plant Treat Wastewater Generated Outside the UWMP Service Area?	2025 Volume of Wastewater Received from UWMP Service Area	Total 2025 Volume of Water Treated	2025 Outcomes of Treated Wastewater					
				Water Recycled Within UWMP Service Area	Water Recycled Outside of UWMP Service Area	Effluent Discharge that is not a Permitted Recycled Water Use		Required Discharge for Instream Flow	Delivered to Another Entity for Additional Treatment
						Level	(MG)		
Discovery Bay WWTP, Place ID 220315	No	387	385	-	-	Tertiary	385	-	-
<b>Total</b>		<b>387</b>	<b>385</b>	<b>-</b>	<b>-</b>		<b>385</b>	<b>-</b>	<b>-</b>

**Table 6-5: Recycled Water Direct Beneficial Uses Within Service Area (DWR 6-4)**

<input checked="" type="checkbox"/>	Check box if recycled water is not used and is not planned for use within the service area of the supplier. The supplier will only complete the column on "Potential Recycled Water Use" and submit an accompanying narrative on the feasibility of that potential recycled water use.									
Use Type	Water Type	Additional Information (as needed)	2025	2030	2035	2040	2045	2050	Potential Recycled Water Use	
			(MG)	(MG)	(MG)	(MG)	(MG)	(MG)	Volume	Page # Ref
Landscape irrigation	Non-Potable	50% of irrigation use							100	
Golf course irrigation	Non-Potable	Outside of service area							50	
Recreational impoundment	Non-Potable	Lakes in service area							50	
Commercial use	Non-Potable	Construction water							5	
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>0</b>

### 6.6.4 Actions to Optimize Future Recycled Water Use

Currently, recycled water implementation is not considered feasible due to high capital cost associated with conveyance and distribution and realistic water quality constraints due to elevated salinity and boron levels. Future recycled water use would likely require blending with potable supplies to meet water quality requirements, which would reduce the net benefit of implementation. The District may revisit recycled water opportunities if conditions change.

## 6.7 Desalinated Water Opportunities

The District does not currently utilize desalinated water.

## 6.8 Water Exchanges and Transfers

The District does not currently participate in water exchanges or transfers and has not identified any such programs for the planning horizon.

## 6.9 Future Water Projects

The District is exploring potential opportunities to diversify its water supply portfolio through regional partnerships, including coordination with Byron Bethany Irrigation District (BBID) and other nearby agencies. These efforts are at a planning level and are focused on evaluating the feasibility of incorporating treated surface water as a supplemental supply to the District’s existing groundwater system.

Potential objectives of a surface water supply include improving long-term water supply reliability through diversification, enhancing water quality by reducing reliance on higher total dissolved solids (TDS) groundwater, supporting future growth, and strengthening regional coordination. One potential approach under consideration would involve blending treated surface water with existing groundwater supplies; however, specific project configurations and supply quantities have not been determined.

The District will continue to evaluate these opportunities as part of its long-term planning efforts. No implementation timeline or quantified supply has been identified at this stage.

**Table 6-6: Possible Future Water Projects (DWR 6-7R)**

<input type="checkbox"/>	Check the box if there are no expected future water supply projects or programs that provide a quantifiable increase to the agency’s water supply. Proceed to the next table.						
<input checked="" type="checkbox"/>	Check the box if some or all of the supplier’s future water supply projects or programs are not compatible with this table and are described in a narrative format.						
Page 6-7	Provide page location of narrative in the UWMP						
Name of Future Projects or Programs	Joint Project with other suppliers?		Additional Description	Water Type	Planned Implementation Year	Planned for Use in Year Type	Expected Increase in Water Supply to Supplier
	Drop Down List (yes/no)	If Yes, Supplier Name					(MG)
Regional Surface Water Supply Partnership	Yes	Byron Bethany Irrigation District	See narrative Chapter 6.9	Potable	N/A	All Year Types	Not yet available

### 6.10 Climate Change Effects

The potential effects of climate change on water supply are considered through regional groundwater management efforts. The Eastern Contra Costa Subbasin GSP evaluates groundwater conditions under a range of hydrologic scenarios that reflect potential changes in recharge and demand.

These analyses indicate that groundwater resources are managed within sustainable yield under projected conditions. While long-term changes in precipitation and recharge may influence groundwater availability, the District’s reliance on groundwater and participation in basin management under SGMA provide a framework for addressing these uncertainties.

For this UWMP, water supply projections are based on current conditions and GSP findings. Climate change considerations will continue to be addressed through ongoing updates to the GSP and future UWMP cycles.

### 6.11 Current and Projected Water Supplies

Tables 6-7 and 6-8 summarize the District’s current (2025) and projected water supplies through 2050 in accordance with DWR reporting requirements. As the District relies entirely on groundwater, these tables reflect the reasonably available volume of groundwater supply identified for planning purposes.

**Table 6-7: 2025 Actual Water Supplies (DWR 6-8R)**

Water Supply Drop down list	Additional Description (as needed)	2025	
		Water Type	Actual Volume (MG)
Groundwater (not desalinated)		Potable	1,014

**Table 6-8: Projected Water Supplies (DWR 6-9R)**

Water Supply	Water Type	Projected Water Supply (Report to the Extent Practicable)				
		2030	2035	2040	2045	2050
		(MG)	(MG)	(MG)	(MG)	(MG)
Groundwater (not desalinated)	Potable	2,500	2,500	2,500	2,500	2,500
Subtotal Potable		2,500	2,500	2,500	2,500	2,500
Subtotal Non-Potable		0	0	0	0	0
<b>Total</b>		2,500	2,500	2,500	2,500	2,500

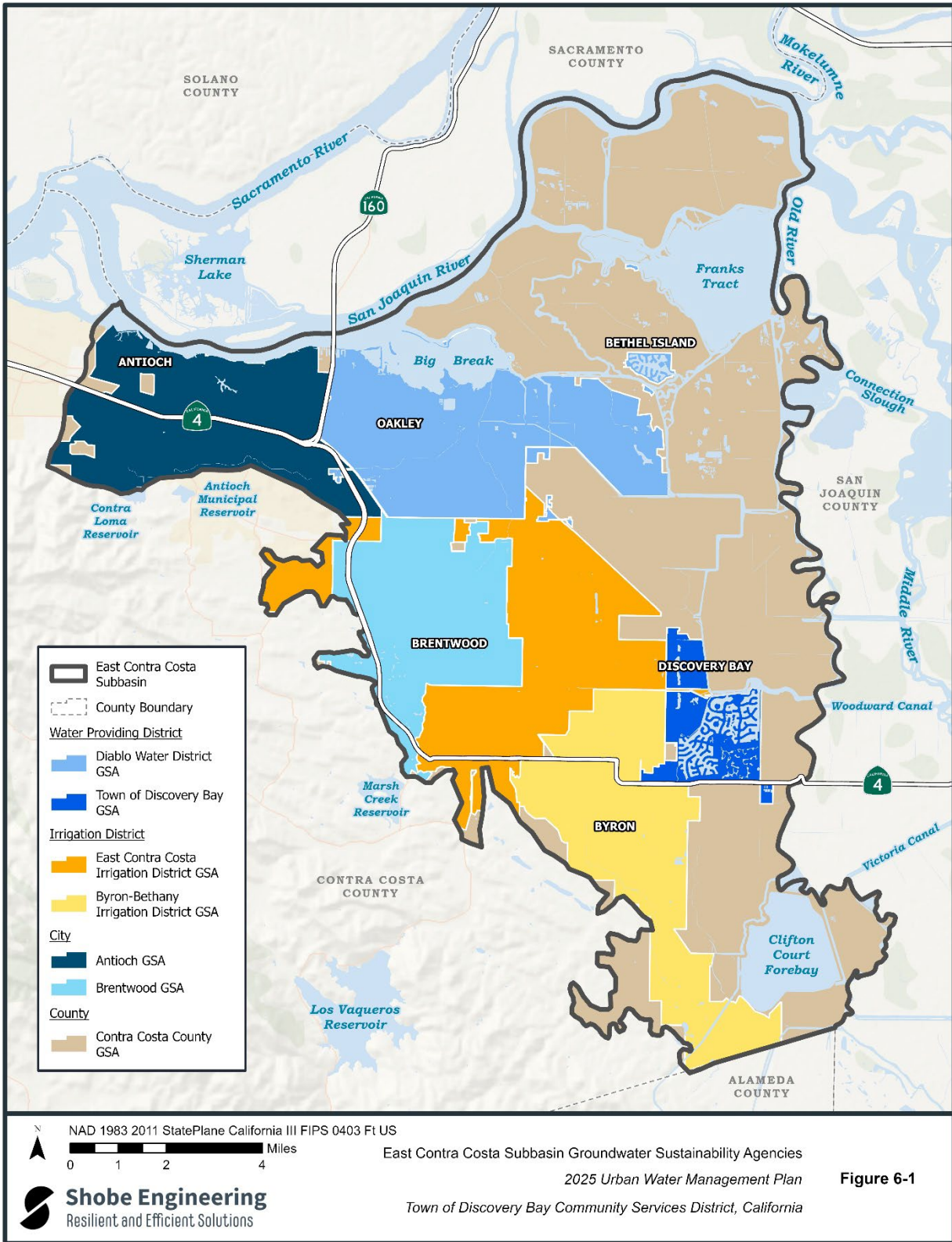


Figure 6-1: East Contra Costa Subbasin Groundwater Sustainability Agencies

## CHAPTER 7 WATER SERVICE RELIABILITY AND DROUGHT RISK ASSESSMENT

### 7.1 Water Service Reliability Assessment

The District's water supply reliability is evaluated by comparing projected water demands with available groundwater supplies under varying hydrologic conditions, including normal, single dry year, and multiple dry year scenarios.

As described in Chapter 6, the District relies entirely on groundwater supplies from the Eastern Contra Costa Subbasin. Available groundwater supply is based on planning-level estimates presented in the 2022 Groundwater Sustainability Plan (GSP), which indicates that groundwater resources are sufficient to meet projected demands under managed basin conditions.

#### 7.1.1 Constraints on Water Sources

The District's primary water supply is groundwater. Constraints on this supply are primarily related to operational and water quality considerations rather than limitations on total available supply.

Operational constraints include the capacity of wells and treatment facilities to meet peak demand conditions. Water quality considerations include elevated total dissolved solids (TDS) and the presence of brackish water in adjacent aquifer zones, which require proper well construction and operation to maintain water quality.

No regulatory or environmental constraints have been identified that limit the availability of groundwater supplies within the planning horizon, consistent with findings of the GSP.

#### 7.1.2 Water Year Type Characterization

For purposes of this UWMP, water year types (normal, single dry year, and multiple dry years) are used to evaluate potential variability in water supply and demand conditions.

Because the District relies solely on groundwater, and groundwater conditions within the Eastern Contra Costa Subbasin are managed under SGMA, available supply is not significantly affected by short-term hydrologic variability. Accordingly, groundwater supply is assumed to remain consistent across all water year types for planning purposes.

Table 7-1 summarizes the relationship between water year type and available groundwater supply based on historical conditions. The District's groundwater supply has not been constrained by hydrologic variability, as demonstrated during recent drought periods. The maximum annual production was approximately 1,328 MGY in 2008. During the most recent drought, including the consecutive dry years from 2012 through 2016, the District maintained access to 100 percent of its groundwater supply in each year. While actual production during these years was reduced due to statewide conservation mandates and local demand reductions, available groundwater supply remained unchanged.

**Table 7-1: Basis for Water Year Data (Reliability Assessment) (DWR 7-1R)**

Year Type	Base Year	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Check the box if quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. <b>Location:</b> [insert location from UWMP]
		Quantification of available supplies is provided in this table as either volume only, percent only, or both.	
		Volume Available (MG)	% of Average Supply
Average Year	2008	1,328	100%
Single-Dry Year	2007	1,328	100%
Consecutive Dry Years 1st Year	2012	1,328	100%
Consecutive Dry Years 2nd Year	2013	1,328	100%
Consecutive Dry Years 3rd Year	2014	1,328	100%
Consecutive Dry Years 4th Year	2015	1,328	100%
Consecutive Dry Years 5th Year	2016	1,328	100%

**7.1.3 Water Service Reliability**

Water service reliability is assessed by comparing projected water demand with available groundwater supply under each water year type.

Based on the planning-level groundwater supply of approximately 2,500 MGY (as identified in the GSP), the District has sufficient supply to meet projected demands under normal, single dry year, and multiple dry year conditions throughout the planning horizon.

Projected demand increases from approximately 1,014 MG in 2025 to approximately 2,432 MG by 2050. Available groundwater supply exceeds projected demand in all years, resulting in a positive supply margin under all evaluated scenarios.

**Table 7-2: Normal Year Supply and Use Comparison (DWR 7-2R)**

	2030 (MG)	2035 (MG)	2040 (MG)	2045 (MG)	2050 (MG)
Supply totals (autofill from Submittal Table 6-9 R)	2,500	2,500	2,500	2,500	2,500
Use totals (autofill from Submittal Table 4-2 R)	1,200	1,518	1,777	2,080	2,432
Surplus/(shortfall)	1,300	982	723	420	68

**Table 7-3: Single Dry Year Supply and Use Comparison (DWR 7-3R)**

	2030	2035	2040	2045	2050
	(MG)	(MG)	(MG)	(MG)	(MG)
Supply totals	2,500	2,500	2,500	2,500	2,500
Use totals	1,200	1,518	1,777	2,080	2,432
Surplus/(shortfall)	1,300	982	723	420	68

**Table 7-4: Multiple Dry Years Supply and Use Comparison (DWR 7-4R)**

Consecutive Dry Year Types		2030	2035	2040	2045	2050
		(MG)	(MG)	(MG)	(MG)	(MG)
First year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Use totals	1,200	1,518	1,777	2,080	2,432
	Surplus/(shortfall)	1,300	982	723	420	68
Second year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Use totals	1,200	1,518	1,777	2,080	2,432
	Surplus/(shortfall)	1,300	982	723	420	68
Third year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Use totals	1,200	1,518	1,777	2,080	2,432
	Surplus/(shortfall)	1,300	982	723	420	68
Fourth year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Use totals	1,200	1,518	1,777	2,080	2,432
	Surplus/(shortfall)	1,300	982	723	420	68
Fifth year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Use totals	1,200	1,518	1,777	2,080	2,432
	Surplus/(shortfall)	1,300	982	723	420	68

**7.1.4 Descriptions of Management Tools and Options**

The District maintains several tools and strategies to manage water supply and demand and to ensure reliable service under varying conditions, which includes:

- Implementation of the Water Shortage Contingency Plan (WSCP), which outlines staged response actions during drought conditions
- Ongoing groundwater monitoring and participation in regional basin management under SGMA
- Operational flexibility in well production and treatment facilities
- Demand management through conservation measures

These tools provide the District with the ability to respond to changing conditions and maintain reliable service.

## 7.2 Drought Risk Assessment (DRA)

### 7.2.1 DRA Data, Methods, and Basis for Water Shortage Conditions

The Drought Risk Assessment evaluates the District’s ability to meet water demands during a five-year drought scenario. The assessment uses projected water demand and available groundwater supply as described in Chapters 4 and 6. Based on adequately managed groundwater supplies, drought conditions are evaluated based on demand variability rather than significant reductions in available supply.

### 7.2.2 DRA Water Source Reliability

Groundwater supplies within the Eastern Contra Costa Subbasin have demonstrated resilience to historical drought conditions. As described in Chapter 6, groundwater levels have remained stable over time and have recovered following periods of increased demand. The GSP indicates that groundwater resources are managed within sustainable yield and are expected to remain available during extended dry periods under current management practices. For purposes of the DRA, groundwater supply is assumed to remain constant during the five-year drought scenario.

### 7.2.3 DRA Total Water Supply and Use Comparison

The five-year drought risk assessment compares projected water demand with available groundwater supply over a continuous five-year dry period. Based on current estimates, the District is able to meet water demands throughout the drought period without a supply shortfall.

**Table 7-5: Five-Year Drought Risk Assessment (DWR 7-5R)**

<b>2026</b>		<b>Total</b>
Total Water Use	(MG)	1,060
Total Supplies	(MG)	2,500
Surplus/Shortfall w/o WSCP Action		1,440
<b>2027</b>		<b>Total</b>
Total Water Use	(MG)	1,094
Total Supplies	(MG)	2,500
Surplus/Shortfall w/o WSCP Action		1,406
<b>2028</b>		<b>Total</b>
Total Water Use	(MG)	1,129
Total Supplies	(MG)	2,500
Surplus/Shortfall w/o WSCP Action		1,371
<b>2029</b>		<b>Total</b>
Total Water Use	(MG)	1,164
Total Supplies	(MG)	2,500
Surplus/Shortfall w/o WSCP Action		1,336
<b>2030</b>		<b>Total</b>
Total Water Use	(MG)	1,200
Total Supplies	(MG)	2,500
Surplus/Shortfall w/o WSCP Action		1,300

## CHAPTER 8 WATER SHORTAGE CONTINGENCY PLAN

### 8.1 Revised WSCP Overview

The District has prepared and adopted a Water Shortage Contingency Plan (WSCP) in accordance with Water Code Section 10632. The WSCP was initially adopted in 2021 as part of the 2020 UWMP and established a framework for managing water shortages through defined shortage levels, response actions, and annual supply and demand assessments.

As part of the 2025 UWMP development, the District reviewed prior WSCP implementation, including annual water shortage assessments submitted to the Department of Water Resources (DWR) and recent drought response practices. Based on this review, the WSCP was updated to better reflect current operations, align with regional planning efforts including the Eastern Contra Costa Subbasin Groundwater Sustainability Plan (GSP), and improve clarity and usability.

The revised WSCP includes the following updates:

- **Refined Annual Water Shortage Assessment Procedures:**  
Updated procedures for evaluating monthly supply and demand conditions, including consideration of anticipated outages and stress-testing system capacity (e.g., largest unit offline). Board briefings are now triggered only when a shortage condition is anticipated.
- **Updated Reliability Framework:**  
Revised reliability discussion to align with GSP findings, reflecting that groundwater supplies are not expected to be constrained by dry-year conditions. Greater emphasis is placed on maintaining infrastructure capacity and operational reliability.
- **Refined Shortage Level Descriptions:**  
Maintained the six standard shortage levels, with simplified and clarified ranges and improved plain-language guidance distinguishing moderate (Levels I–III) and severe (Levels IV–VI) shortage conditions.
- **Clarified Response Actions:**  
Updated and organized response action categories, including additional restrictions on non-essential uses such as construction water and lake filling during critical and severe shortage conditions.

The updated WSCP was adopted on March 4, 2026 and is included in this UWMP as Appendix D.

The WSCP establishes a structured approach for responding to water shortages, including staged demand reduction measures, operational responses, and communication protocols. Because the District relies on groundwater supplies that have historically demonstrated reliability, water shortages are primarily managed through demand reduction measures rather than limitations in available supply.

## CHAPTER 9 DEMAND MANAGEMENT MEASURES

### 9.1 Overview

Urban water suppliers are required to describe Demand Management Measures (DMMs) implemented to promote efficient water use and reduce long-term demand. The District's DMMs are consistent with the requirements of the Urban Water Management Planning Act and reflect ongoing efforts to encourage water conservation and efficient use of available supplies.

The District's demand management approach emphasizes maintaining efficient water use practices, supporting long-term reliability, and complying with applicable State regulations. Water use within the District has remained relatively stable since the 2015 drought, indicating that existing conservation practices are effective. In particular, the installation of metering throughout the District resulted in sustained reductions in water use.

### 9.2 Existing Demand Management Measures for Retail

#### 9.2.1 Water Waste Prevention Ordinance

The District has adopted and enforces a Water Waste Prevention Ordinance to prohibit wasteful water use practices. During the 2015 drought, the District adopted emergency drought regulations (Ordinance No. 25), which were later updated in 2016 (Ordinance No. 2016-27). These ordinances established enforceable restrictions on water use and included provisions for penalties for repeat violations.

The District's Water Shortage Contingency Plan (WSCP) further defines water use restrictions and response actions to be implemented during water shortage conditions, including severe shortages. These measures provide the District with the authority to implement demand reductions as needed to maintain reliable service.

The District does not have direct authority to implement landscape ordinances consistent with the State's Model Water Efficient Landscape Ordinance (MWELO); however, the District may coordinate with Contra Costa County should additional landscape regulations be needed in the future.

#### 9.2.2 Metering

The District has implemented a comprehensive metering program, which has been a key component of its water conservation efforts. Meter retrofits began in 2008, and the system underwent a major meter retrofit project in 2017-2018 making it fully metered.

The current metering program includes volumetric billing for all customer classes, routine meter reading, and ongoing maintenance, testing, and replacement of meters as needed. The District also evaluates opportunities to improve measurement accuracy, including separation of mixed-use services where appropriate.

Implementation of universal metering and commodity-based billing has significantly improved the District's ability to track, monitor, and manage water use.

### **9.2.3 Conservation Pricing**

The District utilizes a rate structure that encourages efficient water use while ensuring adequate revenue for system operations. Commodity-based rates provide a direct link between water use and cost, reinforcing conservation behavior.

### **9.2.4 Public Education and Outreach**

The District maintains an ongoing public education and outreach program to promote water conservation and inform customers about efficient water use practices. Outreach efforts include providing information through the District’s website, customer communications, and periodic messaging related to seasonal water use and drought conditions.

In addition, the District provides targeted customer support, including water use reviews and conservation guidance upon request. With the implementation of universal metering, the District is able to identify high water users and offer assistance to improve efficiency through leak detection, appliance evaluation, and irrigation management practices.

### **9.2.5 Programs to Assess and Manage Distribution System Real Loss**

The District conducts annual water loss audits in accordance with State requirements. These audits support evaluation of system losses and identification of potential improvements. The District also performs routine maintenance and responds to leaks and system issues as they arise.

The District is subject to the State’s “Making Conservation a California Way of Life” framework (SB 606 and AB 1668), which establishes Urban Water Use Objectives and water loss standards. These requirements are addressed through separate regulatory reporting programs and are incorporated into the District’s long-term planning efforts.

### **9.2.6 Water Conservation Program Coordination and Staffing Support**

Water conservation activities are managed as part of the District’s overall operations. Staff coordinate implementation of conservation measures, regulatory reporting, and customer communication as needed.

### **9.2.7 Other Demand Management Measures**

The District supports efficient water use through operational practices and planning efforts, including coordination with regional groundwater management under the Eastern Contra Costa Subbasin Groundwater Sustainability Plan (GSP).

## **9.3 Implementation Over the Planning Horizon**

The District will continue to implement the DMMs described above throughout the planning horizon. No major new demand management programs are currently planned; however, the District will continue to monitor regulatory requirements and may adjust its programs as needed to comply with future State water use efficiency standards.

## CHAPTER 10 REFERENCES

California Department of Water Resources (DWR). (2024). *Urban Water Management Plan Guidebook for 2025*. Sacramento, CA.

California Department of Water Resources (DWR). (2016). *Model Water Efficient Landscape Ordinance (MWELO)*. Sacramento, CA.

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Town of Discovery Bay Community Services District (TODB CSD). (2020). *2020 Urban Water Management Plan*. Discovery Bay, CA.

Town of Discovery Bay Community Services District (TODB CSD). (2026). *Water Shortage Contingency Plan*. Discovery Bay, CA.

U.S. Census Bureau. (2020). *Decennial Census Data for Discovery Bay CDP, California*. Washington, DC.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Adopt Resolution No. 2026-04 - Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - Discovery Bay Lighting and Landscape Zone 9 for Fiscal Year 2026-2027 and Set the Public Hearing.

**Meeting Date:** June 3, 2026

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

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

Adopt Resolution No. 2026-04 to set Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District – Discovery Bay Lighting and Landscape Zone 9 for Fiscal Year 2026-2027, and set the Public Hearing for June 17, 2026, at 7:00pm located at 1601 Discovery Bay Boulevard.

### EXECUTIVE SUMMARY:

As part of the annual assessment process for the Ravenswood Improvement District – Discovery Bay Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2026-03, which directed Herwit Engineering to prepare the assessment report. Herwit provided the Draft Assessment Engineer’s Report to District Staff on May 26, 2026. In that report, Herwit determined that based on operating costs (as shown on the proposed Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$885.46, which is the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$885.46 include maintaining our emergency reserves, adequate funds for operations, and replenishing the reserves to fund future capital projects. The reserves protect Lighting and Landscape Zone 9 from any expensive repairs and maintenance regarding the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2026-2027 budget and prudently maintains the reserve balance and makes funds available for future planned capital projects.

Staff requests direction from the Board of Directors regarding the increase of the Discovery Bay Lighting and Landscape Zone 9 Assessment. If no change to the report is required, then staff requests that the attached Resolution, which approves Herwit’s report and proposed assessments, be approved provides Notice of Intent to Levy and Collect an annual assessment. The Public Hearing approving the levy of the annual assessment will be held on June 17, 2026 at the regularly scheduled Board meeting.

### FISCAL IMPACT:

Approval of resolution provides funding towards Zone 9 in the amount of \$179,748.38. Previous year’s calculation generated \$172,748.63.

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

April 1, 2026 Regular Board Meeting – Direct Herwit to Prepare Engineer’s Report

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**ATTACHMENTS:**

1. Resolution 2026-04
2. Attachment A: Engineer’s Report



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2026-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT  
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9  
FOR THE FISCAL YEAR 2026-2027**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting, and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting, and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

SECTION 1. The Board of Directors of the Town of Discovery Bay CSD, to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.

SECTION 2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting, and open space in the subdivision known as Ravenswood.

SECTION 3. The assessment district consists of that property generally described as Subdivision 8710- Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

SECTION 4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.

SECTION 5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

SECTION 6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2026-2027 year will be held at 7:00 p.m., on June 3, 2026, at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 3rd day of June 2026.

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Bryon Gutow  
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 regular meeting, held on June 3, 2026, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Dina Breitstein  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space  
Improvements District DB L&L #9**

**For Fiscal Year 2026-2027**

**Prepared by  
HERWIT Engineering**

**6200 Center Street, Suite 310  
Clayton, California 94517  
(925) 672-6599**

**JULY 2026**

**Town of Discovery Bay Community Services District**

**Director and President**

Bryon Gutow

**Director and Vice President**

Kevin Graves

**Director**

Carolyn Graham

**Director**

Ashley Porter

**Director**

Lesley Belcher

**General Manager**

Dina Breitstein

**Assistant General Manager**

Stephen Griswold III

**Finance Manager**

Margaret Moggia

**Parks & Landscape Manager**

Monica Gallo

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: June 2026

**Assessment Engineers Report  
For  
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1  
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2026-2027 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

**PART B. Estimate of Cost**

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

**PART C. Method of Apportionment of Assessment**

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

**PART D. District Diagram of Assessment**

This part by reference of a diagram shows the parcel lot numbers that are within this District.

**PART E. Property Owner List & Assessment Roll**

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

**Engineers Assessment Report for 2025-2026 year**

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

- \$ 202,171 Annual assessments & investment revenue was received
- \$ 195,443 Annual expenses grounds maintenance, capital improvements, and administrative expenses.
- \$ 208,449** Fund total after 2025-2026 annual expenses.

*Current Assessment*

The 2025-2026 fiscal year assessment per parcel based on the engineer’s formula defined in the Assessment Engineers Report adopted in 2006 is \$ 853.06 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to maintain the reserve account balance.

*Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2026, the same CPI index is reported as 369.21. Based upon the change in the CPI, the new maximum assessment allowed for the 2026-2027 fiscal year is \$ 885.46.

*Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2026-2027 fiscal year is \$ 885.46. This assessment is equally assessed to 203 parcels for an annual total of \$ 179,748.38. Therefore, the maximum Reserve Account Balance is \$ 359,496.76. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

*New Assessment for 2026-2027 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing streetscapes and parks this fiscal year. The estimated budget for 2026-2027 is \$ 195,443. This equates to \$ 962.77 per parcel for all 203 parcels, which is more than the maximum allowable assessment of \$ 885.46 per parcel, or \$ 179,748.38 maximum assessment.

Based on this report, the assessment for 2026-2027 tax year should be \$ 885.46 to minimize the decrease in the reserve fund balance. The assessment for the 2026-2027 fiscal year is then \$ 885.46 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2026-2027.

**Meeting Date:** June 3, 2026

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

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

Set the Public Hearing for June 17, 2026, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2026-2027 Operating and Capital Budget through Resolution No. 2026-08.

### EXECUTIVE SUMMARY:

At the [Board Meeting](#) on May 5, 2026, the Board of Directors reviewed the preliminary Fiscal Year 2026-27 budget and provided input to staff on the Town of Discovery Bay's revenue and expenditure plans for the coming fiscal year. Staff also highlighted key budget drivers, including the results of the Classification and Compensation Study, updates to the Capital Budget, and alignment with Discovery Bay's new mission and vision.

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:

Challenge	Response
Public awareness on District Funding /Programs	Increased communications of District activities through presentations and social media
Operational costs outpacing cost of living increases	Identified projects to reduce operational costs
Address capital investment and asset renewal	Evaluated and prioritized capital project timing
Limited revenue increases necessary to support program and capital investment	Address funding requirements for identified projects Defer projects until funding source is identified
Address of Retention of Staff	Completed Classification & Compensation Study Updated Personnel Policy

To highlight the operating impact of each fund, the table below shows the fiscal year 2026-2027.

Fiscal Year 2026-2027 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Assessment Income					179,750	\$ 179,750
County Reimbursement	217,500			90,000	22,000	\$ 329,500
Program Revenues				53,000		\$ 53,000
Interest Income	2,000	80,000	150,000	42,000	9,000	\$ 283,000
Commercial Revenues		119,000				\$ 119,000
Meter Installation		336,000				\$ 336,000
Grants				95,000		\$ 95,000
Other		43,000	12,000	135,000		\$ 190,000
Rentals				45,000		\$ 45,000
Secured Property Tax				946,680		\$ 946,680
Commercial Sewer Revenues			118,000			\$ 118,000
Wastewater Account Charge			7,270,000			\$ 7,270,000
Water Charges		3,250,000				\$ 3,250,000
Water Account Charge		2,925,000		-	-	\$ 2,925,000
<b>Total</b>	<b>\$ 219,500</b>	<b>\$ 6,753,000</b>	<b>\$ 7,550,000</b>	<b>\$ 1,406,680</b>	<b>\$ 210,750</b>	<b>\$ 16,139,930</b>

Fiscal Year 2026-2027 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Administrative Costs		585,250	663,050	138,350	28,150	\$ 1,414,800
Chemicals		150,000				\$ 150,000
Consulting		488,800	172,000			\$ 660,800
Contract Operations		1,048,300	1,483,800			\$ 2,532,100
Debt Service		538,500	1,801,600			\$ 2,340,100
Program and Maintenance Costs	41,000	-		133,300	60,100	\$ 234,400
Permits		75,000	70,000			\$ 145,000
Salary and Benefits	176,500	1,195,700	957,550	704,600	88,800	\$ 3,123,150
System Maintenance		1,788,800	488,000			\$ 2,276,800
Utilities		755,000	875,000	229,500	24,950	\$ 1,884,450
Capital Outlay	-	-	-	221,000	-	\$ 221,000
<b>Total</b>	<b>\$ 217,500</b>	<b>\$ 6,625,350</b>	<b>\$ 6,511,000</b>	<b>\$ 1,426,750</b>	<b>\$ 202,000</b>	<b>\$ 14,982,600</b>
<b>Net Change</b>	<b>\$ 2,000</b>	<b>\$ 127,650</b>	<b>\$ 1,039,000</b>	<b>\$ (20,070)</b>	<b>\$ 8,750</b>	<b>\$ 1,157,330</b>

- **General** fund 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.
- **Water** fund represents the operating and maintenance expenditures for the water system whose revenues are determined by a multi-year rate study.
- **Wastewater** fund represents the operating and maintenance expenditures for the wastewater system whose revenues are determined by a multi-year rate study.
- **Zone 8** fund represents the operating and maintenance expenditure for the area designated as Zone 8. Revenues to support these functions are derived from the Ad Valorem tax and community center program fees.
- **Zone 9** fund 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.

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

Capital Projects / Expenditures	FY 26/27	FY 27/28	FY 28/29	FY29/30	FY30/31
Water	11,221,400	4,025,000	4,100,000	8,500,000	4,091,000
Wastewater	8,557,150	775,000	425,000	1,425,000	425,000
Zone 8	221,000	35,000	35,000	113,000	35,000
Zone 9	-	-	10,000	12,000	-
<b>Total Costs</b>	<b>19,999,550</b>	<b>4,835,000</b>	<b>4,570,000</b>	<b>10,050,000</b>	<b>4,551,000</b>
Funding Source	FY 26/27	FY 27/28	FY 28/29	FY29/30	FY30/31
Reserves	10,617,150	1,085,000	470,000	1,550,000	1,051,000
Grants	95,000				
California Energy Commission Loan	2,845,000	-	-	-	-
Future debt	6,442,400	3,750,000	4,100,000	8,500,000	3,500,000
<b>Total Costs</b>	<b>19,999,550</b>	<b>4,835,000</b>	<b>4,570,000</b>	<b>10,050,000</b>	<b>4,551,000</b>

**Changes to May 5, 2026 Fiscal Year 2026-2027 Draft Budget:**

- Update estimated revenues for Zone 8 Ad Valorem based on Department of Finance annual notice
- Updated Zone 9 Assessment revenues based on Engineer’s Report.

At the Board meeting on June 17, 2026, staff recommends that the Board President opens the public hearing on Fiscal Year 2026-2027 Operating and Capital Improvement Budgets, accept any public comments, close the public hearing, and adopt Resolution.

**FISCAL IMPACT:**

The Net Revenues for each fund are to support the capital improvement program budget. Reserves may be used to address years where capital project funding may exceed net revenues.

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

May 5, 2026 – Special Board Meeting – Budget Workshop

**ATTACHMENTS:**

1. Proposed Fiscal Year 2026-2027 Budget.



# FISCAL YEAR 2026-2027 OPERATING BUDGET

*Final Draft*



## **TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

1800 Willow Lake Road, Discovery Bay, CA 94505

Telephone: (925) 634-1131 Fax: (925) 513-2705

[www.todb.ca.gov](http://www.todb.ca.gov)



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

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Section 1:  
**General Manager's Message**





# TOWN OF DISCOVERY BAY

LF Platinum-Level of Governance



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

## GENERAL MANAGER’S MESSAGE

June 17, 2026

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, 2026, through June 30, 2027. The annual budget is a planning tool utilized by staff and the Board to track revenue and expenditure by fund over the respective forecast period.

As a steward to the residents and business of Discovery Bay, the budget has been developed to demonstrate the district’s financial plan that outlines expected income and expenses and serves as a roadmap to manage resources effectively, deliver services and programs un and achieve programs and capital investment Its purpose with the goal of meeting the mission and vision established by the Board of Directors. 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. The District’s budget includes specified goals to ensure a unified effort and sets forth a work plan for the year.

In December 2025, the General Manager with the senior management discussed a variety of topics to highlight achievements and to build upon and guide future planning. The management team discussed organizational alignment, strategic communications and planning, and showcase new tools and resources to support district operations and programs. The outcome from this multi-day planning was an updated mission statement with revised goals and vision.

### Effective Governance and Fiscal Responsibility

Through board meetings and workshops, the Board and management can communicate and collaborate on the appropriate decision to be responsive to district operations and community engagement. The board holds its annual strategic planning meeting in March to hear highlights and planned efforts, and a update from legal counsel on the governing rules for elected officials. The district also ensures that the board is compliant with state requirements including the new SB827 legislation requiring two hours of fiscal training

effective as of January 1, 2026. On a bi-monthly basis, Finance provides a bimonthly report that shares the budget versus actual results and the department's activities to ensure compliance with continuing disclosure requirements, state reporting requirements for financial transactions and compensation reports and other state debt reporting requirements.

### Workplace Development and Organization Planning

During the prior year, the District completed a comprehensive classification and compensation study. The study replaces the last report completed over 10 years ago that modernizes job descriptions and adjusted compensation to be more competitive than with peer agencies. The impact of those changes has been incorporated into the Fiscal year 2026-2027. The other aspect of staff retention included a major overhaul of its personnel manual (Policy #005) in early 2026 to address more competitive benefits. This important step will address employee retention with current employees and attract new employees. This is in direct response to recent years when the district saw the departure of a handful of employees of its approximately 20 personnel.

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, welcome individuals to the community center for program activities, and maintain community landscape and parks. In addition to creating an employer of choice environment, the District has been evaluating certain external contracted services and saw the cost benefit of bringing these job duties in house to gain year around benefits while also increasing service delivery. Last year, the district successfully hired a full-time landscape maintenance worker to replace the conservation corps. For the upcoming year, the district plans to hire a Maintenance and Janitorial Worker to replace a contract. There has been no change in funds or programming.

### Customer Satisfaction and Community Engagement

Beginning in the summer of 2025, staff began evaluating its communications efforts to recommend to the Board a series of improvements to increase awareness of district activities. This included the redesign of the district's website, more intentional engagement through social media and the creation of a quarterly newsletter. These efforts are reflected in bi-monthly updates to the Communications committee and through the Communications Strategic Plan. The plan is to bring a communications policy and realign the administrative assistant position when the position is recruited in summer 2026. The District also invested in eScribe, an agenda management system that more easily disseminates information for interested parties, and the focus for upcoming board presentations is to bring more comprehensive updates on project status and fiscal impact. One area of exploration is how to showcase district projects to stakeholders and other interested parties to identify where potential funding support may be possible.

### Infrastructure Reliability and Safety

For the upcoming year, the District continues its pursuit to deliver focused projects and cost-effective business practices. The completion of the Willow Filter project in summer 2025 and the recent completion of Well 8 represent a couple of key examples of infrastructure reliability and to be available to meet current and near-term future expansion of subdivisions within the service area. To respond to permit requirements and safeguard district facilities, the district completed its security fencing and gate entrance around the wastewater and water treatment facilities. The District has also begun implementing its cross connect program on the water system to adhere to the new state requirements.

Energy price increases have seen year-over-year increases resulting in higher operating costs for both water and wastewater operations budget. Through the contract operators, the district was able to secure a low-interest loan with the California Energy Commission to use towards a solar project for the water treatment plant and community center to reduce our dependence on the current provider (PG&E) and reduce the overall energy costs to the District.

Through the efforts of staff to record each asset into a new geographic information system (GIS), this information will provide important characteristics that will allow the District to better understand the investment, the location, and the condition assessment of the component. During the past year, the district has experienced over 40 leaks throughout its distribution line. This has resulted in emergency repairs that have had a major impact on its operation budget with nearly doubling costs over the past five years.

With the final design of the Newport and Sandpoint underwater crossing complete, the district will initiate bidding and begin construction of this important water infrastructure project. In addition, the district plans to begin planning the replacement of the main line pipeline throughout the service area with anticipation of annual investment each year for the foreseeable future. For the wastewater facilities, there is a collection of individual projects that are currently at 85% design and will be bidden together to see if each of these important reliability projects can be completed. These projects help with more effective operations from a new vac truck station, belt press and solar dryers.

### Long Term Planning for Future Sustainability

District staff are evaluating the long-term fiscal impact of the necessary infrastructure investment to ensure delivery of its assorted services. This requires the District to better understand its past investments to inform future activities and the appropriate funding source (revolving funds to debt) and use this information to guide in the development of a financial model and review of the current reserve policy.

For the water and wastewater funds, the rate study helps guide the District of the necessary revenue requirement to establish the rates and charges for the next five years. The 2025 rate study does go through Fiscal Year 2029-2030. This is especially important as the District has a vital mainline pipeline replacement to complete over the next few years and debt which will be required to finance this project. While most of the District's

projects can be funded through reserves, the rate study reflects 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. Investments will be made as internal funds or grants become available.

Pressure on increasing operating expenses is impacting on the district's ability to set aside earnings to fund its revolving funds. This is causing the district to revisit the timing of non-essential projects. While the district has been able to see positive returns, these are the result of one-time developer fees from the new subdivisions and used toward capital projects. One example is the use of the community center fee to replace the tennis courts from 2014. The predictability of these developer funds is not known from one year to the next year, and so they are not budgeted. However, Zone 8 and Zone 9 large landscape projects have been deferred until there is a clearer picture of the potential funding sources to support the needed investment.

In conclusion, 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. The district has shared its five-year plan to provide a long-term view of the necessary investment in infrastructure. Staff continue to evaluate its water and wastewater facilities and may adjust its forecast based on business operations and other identified efficiencies.

#### Overall Fiscal 2026-2027 Budget Summary

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 2026-2027 operating revenues across all funds represent approximately \$16.1 million (without funds transfer for debt service) and Fiscal Year 2026-2027 operating expenses represent approximately \$15.0 Million. The capital investment for Fiscal Year 2026-2027 represents another \$19.8 Million (approximately) for water and wastewater, and a small capital outlay of the lighting and landscaping funds for community center improvements. The source of funding will vary by fund, but most of the funding will come from the individual funds District reserves, anticipated loan proceeds for the Solar Project, and the remaining from other debt.

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

Respectfully submitted,

Dina Breitstein  
General Manager

*California Society of Municipal  
Finance Officers*

*Certificate of Award*

***Operating Budget Excellence Award  
Fiscal Year 2025-2026***

*Presented to the*

***Town of Discovery Bay***

For meeting the criteria established to achieve a CSMFO Award in Budgeting.

*February 5, 2026*



*Jennifer Wakeman*

*Jennifer Wakeman  
2025 CSMFO President*

*James Russell-Field*

*James Russell-Field, Chair  
Recognition Committee*

*Dedicated to Excellence in Municipal Financial Reporting*

Section 2:

About the Town of Discovery Bay CSD

1



# 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.

The 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:

- California Special District Association District of Distinction
- California Special District Association District Transparency Certificate of Excellence
- Special District Governance Platinum-Level through *Special District Leadership Foundation (SDLF)*.

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 for 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	6,122 service connections (residential, irrigation), 130 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 serving seven (7) residential developments: Discovery Bay West (Villages 1, 2, 3, and 4, and Ravenswood), as well as two (2) older developments (Discovery Bay Proper and Centex). The District currently owns and operates five (5) water production wells located throughout the service area, with a combined production capacity of approximately 7 million gallons per day. Raw water is treated at three (2) water treatment facilities, with a total treated water storage capacity of 2.2 million gallons for customer distribution. The total annual water demand in Discovery Bay is approximately 900 million gallons, equivalent to an average daily demand of 2.2 million gallons. The system’s current production capacity is approximately 6.6 million gallons per day.

In the upcoming fiscal year, the District expects to complete the Well 8 project, which will significantly increase water supply and system reliability. In addition to adding new groundwater production capacity, Well 8 will function as a third water treatment facility, providing redundancy within the system and enhancing operational flexibility. This added capacity will help the District better meet peak demand periods, support ongoing and future development, and improve resiliency in the event of outages or maintenance at existing wells and treatment facilities.

### 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 17 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.

## Parks and Landscaping Services

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 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 for 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 24 full-time staff and seasonal staff.



## 2026 TODB Board of Directors

President	Vice-President	Director	Director	Director
				
<b>Bryon Gutow</b>	<b>Kevin Graves</b>	<b>Ashley Porter</b>	<b>Carolyn Graham</b>	<b>Lesley Belcher</b>
Term of Office: 12/2022 to 12/2026	Term of Office: 12/2022 to 12/2026	Term of Office: 12/2022 to 12/2026	Term of Office: 12/2024 to 12/2028	Term of Office: 12/2024 to 12/2028
Parks & Recreation Committee	Finance Committee	Finance Committee	Parks & Recreation Committee	Internal Operations Committee
Communications Committee	Water & Waste- Water Committee	Internal Operations Committee	Water/Wastewater Committee	Communications Committee

Special Board Planning Meeting

1

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.



# NEW: Mission, Vision, Goals and Values

**Mission:** To provide effective and fiscally responsible municipal services that enhance the quality of life, ensure reliable and safe drinking water, promote community engagement through parks and recreation, and uphold environmental stewardship. The Town of Discovery Bay is committed to organizational sustainability and to working in partnership with residents and stakeholders to foster a thriving and connected community.

### Vision/Goals:

- Long-term planning for future sustainability
- Infrastructure Reliability and Safety
- Customer Satisfaction and Community Engagement
- Effective Governance & Fiscal Responsibility
- Workforce Development and Organizational Planning

### Values:

- Integrity and ethical conduct
- Fairness and equity
- Service to the community
- Openness and transparency
- Accountability for results and resources
- Professionalism and merit
- Excellence and continuous improvement

In December 2025, the District management team met to review the current mission, vision, goals and values and recommended the above new language was acknowledged at the March 2026 board planning meeting. 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.

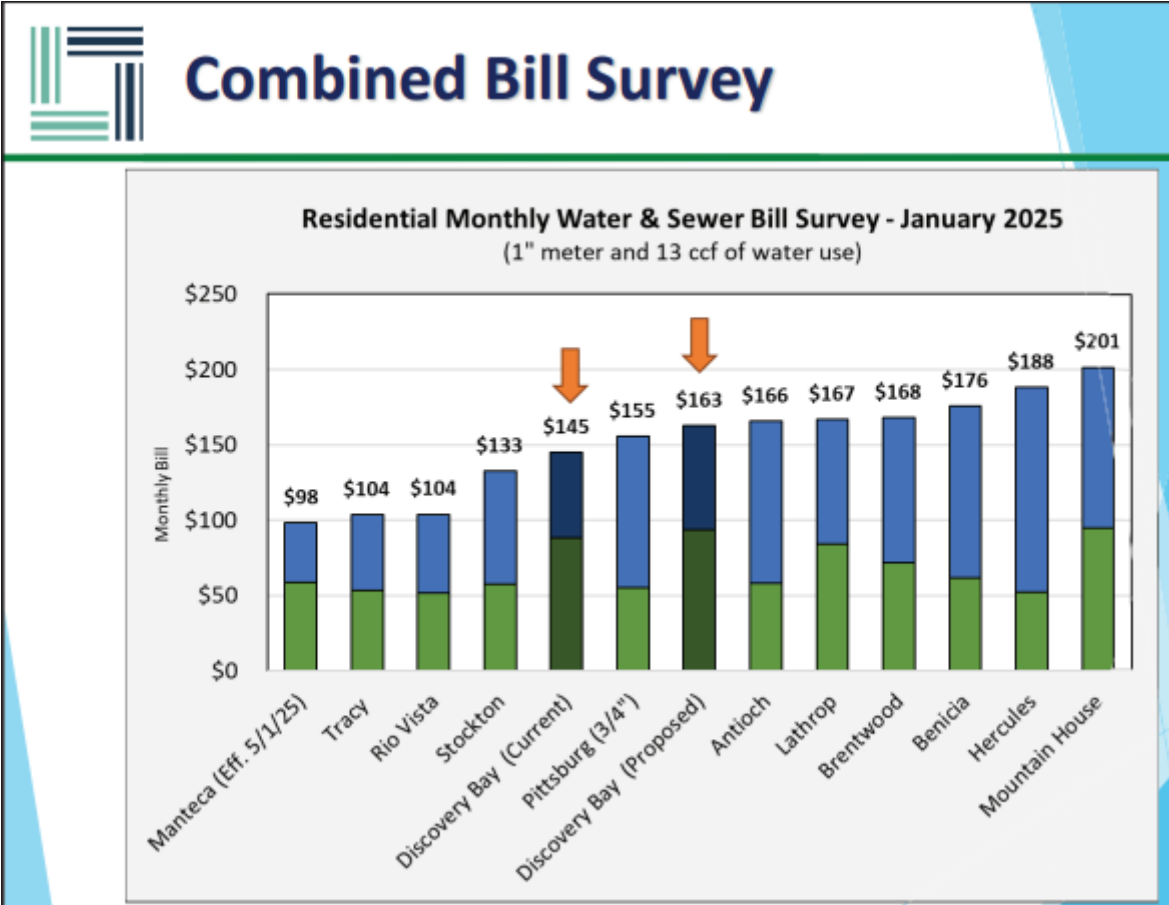
## Demographics

To best meet the demands of the District’s water and wastewater customers, an understanding of the customer types provides the District meaningful information. District experiences an increase of 40 meters.

### Water and Wastewater Operations

Meters Count by Type		Meter Sizes		
Commercial	44	}	¾ inch	1,723
Irrigation	93		1 inch	4,380
Residential	<u>6,067</u>		1 ½ inch	34
Total	6,204		>2 inch	67

Comparison to Local Jurisdictions (from 2025 Rate Study)

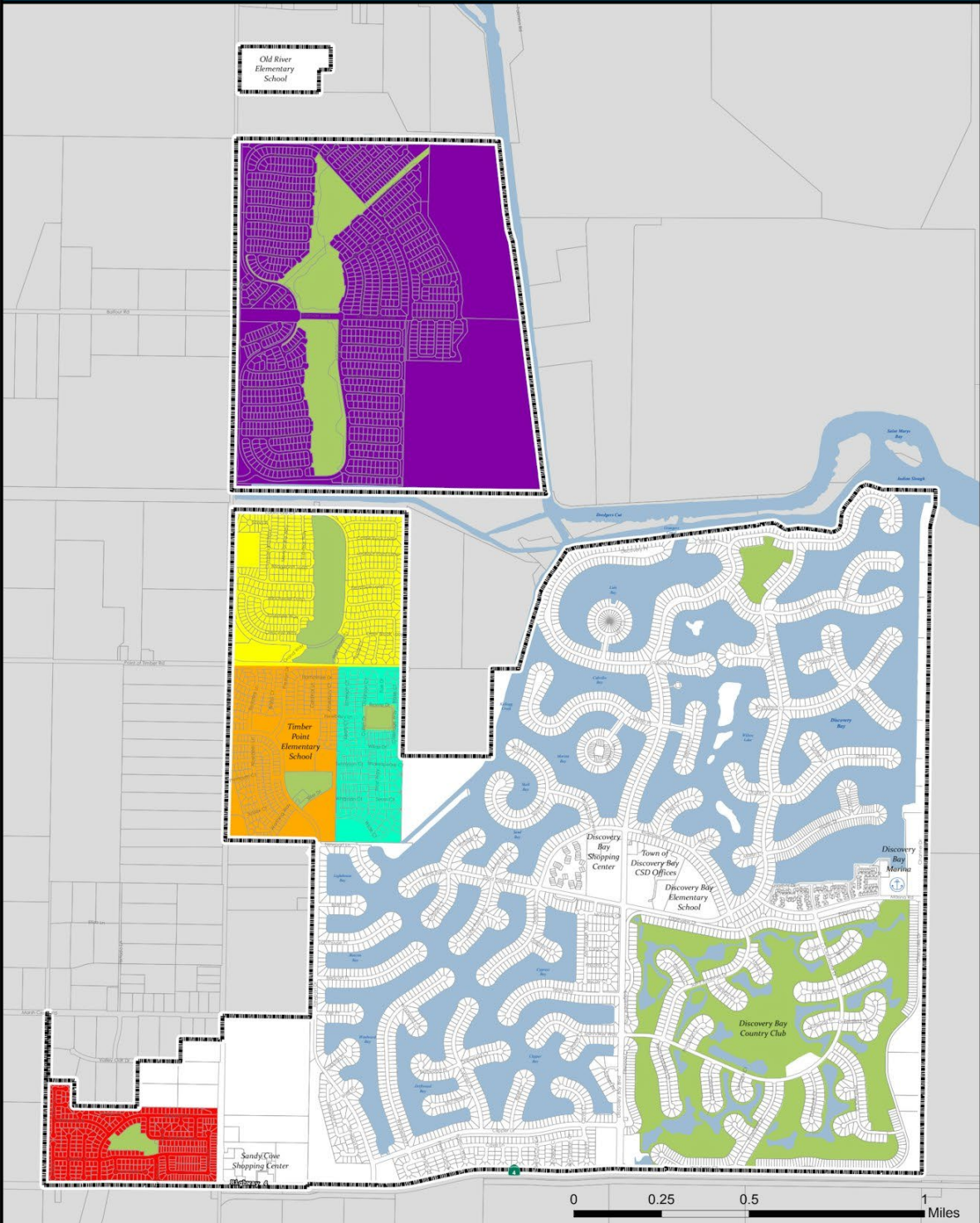


**Parks and Recreation Programs**

District facilities continue to see strong community use.

- 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**



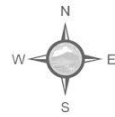
**Subdivision Name**

- Centex
- Discovery Bay West Village 1
- Lakeshore

- Ravenswood
- The Lakes at Discovery Bay

- Discovery Bay CSD Referral Area
- Parks

Map prepared by Discovery Bay CSD  
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 Discovery Bay, CA 94005  
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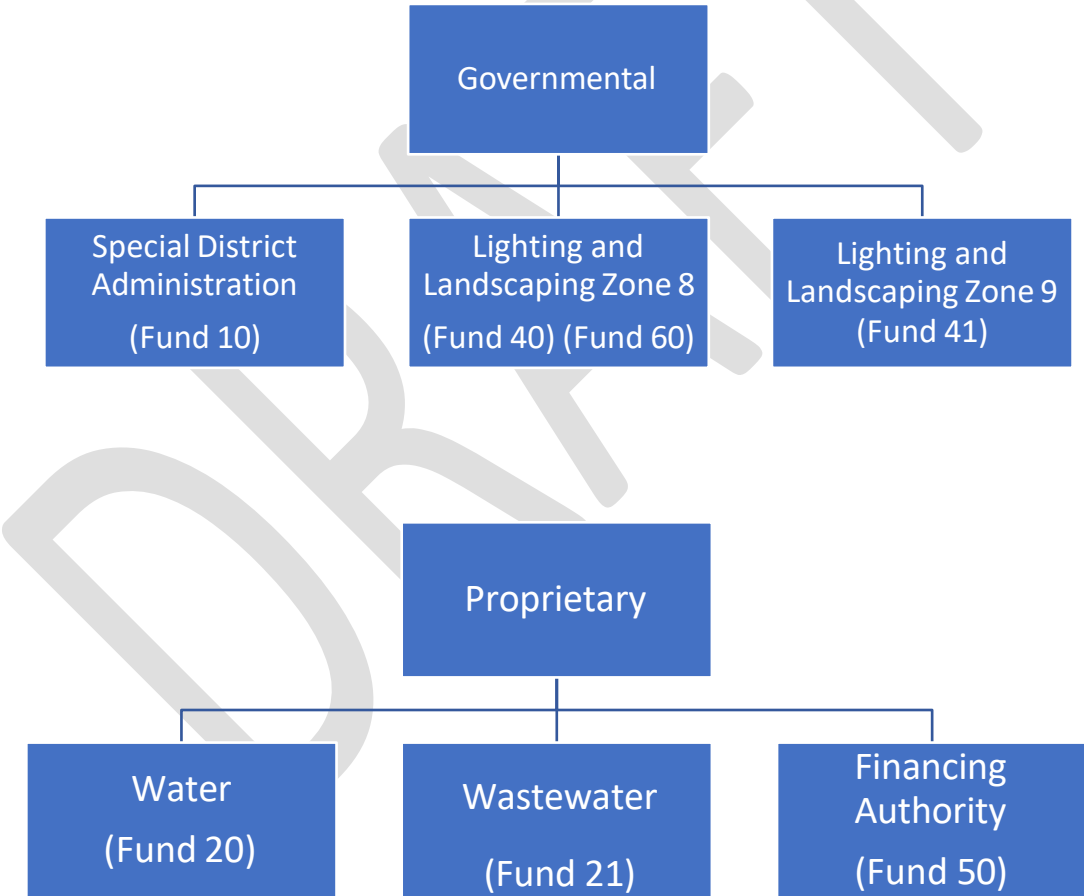
Section 3:  
**Financial Overview & Summary**



# 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 consider 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 revenues and expenditures/expenses for fiscal year 2026-2027. For more detailed information, refer to Section 5 and 6.

Fund Balance Reconciliation by Account Group(Cash Basis)						
Beginning Fund Balance, July 1						
	27,446,827	\$ 23,045,987	\$ 22,092,551	\$ 22,712,742	\$ 19,833,476	\$ 18,335,008
Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Projected	FY 2027 Budget
Assessment Income	150,634	158,161	164,791	170,999	173,171	179,750
County Reimbursement	162,877	145,869	230,020	387,102	118,500	329,500
Program Fees	30,218	79,332	76,180	79,736	53,500	53,000
Interest Income	-	184,388	905,025	1,067,931	355,000	283,000
Meter Charge - Commercial	88,288	89,455	89,286	90,854	62,000	119,000
Meter Installation	336,196	335,409	334,650	335,977	336,000	336,000
External Funding/Construction Proceeds	-	-	-	-	-	9,382,400
Other	288,208	455,600	1,086,268	1,946,638	623,584	190,000
Rentals	40,028	43,965	44,210	59,372	40,000	45,000
Secured Property Tax	763,243	828,881	856,834	890,529	905,354	946,680
Sewer Charge - Commercial	114,535	116,124	163,999	204,201	212,000	118,000
Wastewater Account Charge	6,087,297	6,182,320	6,278,074	6,472,872	6,920,580	7,270,000
Water Charges	2,808,584	2,814,278	2,495,806	3,157,493	3,040,000	3,250,000
Water Account Charge	1,574,060	1,604,898	1,632,676	1,717,193	2,601,924	2,925,000
<b>Total Town Revenues</b>	<b>\$ 12,444,168</b>	<b>\$ 13,038,680</b>	<b>\$ 14,357,819</b>	<b>\$ 16,580,897</b>	<b>\$ 15,441,613</b>	<b>\$ 25,427,330</b>
Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Projected	FY 2027 Budget
Administrative Costs	898,733	1,041,767	1,151,080	1,542,380	1,209,615	1,414,800
Chemicals	36,586	59,125	106,146	61,789	180,000	150,000
Capital Outlay	6,856,450	2,195,673	1,814,175	5,684,025	3,773,566	19,999,550
Consulting	460,988	347,396	341,985	714,361	537,000	660,800
Contract Operations	2,732,969	2,583,042	2,698,308	2,813,058	2,305,000	2,532,100
Debt Service	1,348,517	2,326,897	2,335,428	2,334,961	2,335,000	2,340,100
Program and Maintenance Costs	260,691	200,124	326,565	401,945	202,300	234,400
Permits	105,406	214,024	275,544	128,874	205,000	145,000
Salary and Benefits	1,688,551	1,962,826	1,881,850	1,819,006	2,478,400	3,123,150
System Maintenance	1,160,341	1,486,365	1,258,379	1,963,998	2,003,200	2,276,800
Utilities	1,295,776	1,574,877	1,548,168	1,995,766	1,711,000	1,884,450
<b>Total Town Expenses</b>	<b>\$ 16,845,008</b>	<b>\$ 13,992,116</b>	<b>\$ 13,737,628</b>	<b>\$ 19,460,163</b>	<b>\$ 16,940,081</b>	<b>\$ 34,761,150</b>
Net Revenues	\$ (4,400,840)	\$ (953,436)	\$ 620,191	\$ (2,879,266)	\$ (1,498,468)	\$ (9,333,820)
<b>Fund Balance, June 30</b>	<b>\$ 23,045,987</b>	<b>\$ 22,092,551</b>	<b>\$ 22,712,742</b>	<b>\$ 19,833,476</b>	<b>\$ 18,335,008</b>	<b>\$ 9,001,188</b>
Fund Balance Reconciliation by Fund (Cash Basis)						
Beginning Fund Balance, July 1						
	27,446,827	\$ 23,045,987	\$ 22,092,551	\$ 22,712,742	\$ 19,833,476	\$ 18,335,008
Sources of Revenues by Fund	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Projected	FY 2027 Budget
General Administration	76,060	88,808	150,056	320,796	278,500	219,500
Water	4,928,379	5,163,112	5,356,003	6,411,858	7,620,509	16,040,400
Wastewater	6,286,061	6,552,967	7,249,069	7,877,185	7,477,976	7,550,000
Zone 8	982,346	1,061,641	1,410,477	1,768,836	1,460,614	1,406,680
Zone 9	171,322	172,152	192,214	202,223	202,171	210,750
<b>Total Revenues</b>	<b>12,444,168</b>	<b>13,038,680</b>	<b>14,357,819</b>	<b>16,580,898</b>	<b>17,039,770</b>	<b>25,427,330</b>
Uses by Fund	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Projected	FY 2027 Budget
General Administration	65,928	78,676	209,602	225,601	272,500	217,500
Water	6,673,040	5,587,817	5,792,984	9,468,075	8,312,836	17,846,750
Wastewater	8,840,422	7,025,391	5,985,369	7,459,550	8,424,886	15,068,150
Zone 8	1,158,748	1,159,044	1,604,221	1,922,957	1,332,575	1,426,750
Zone 9	106,870	141,188	145,452	383,981	195,440	202,000
<b>Total Expenditures/Expenses</b>	<b>16,845,008</b>	<b>13,992,116</b>	<b>13,737,628</b>	<b>19,460,164</b>	<b>18,538,238</b>	<b>34,761,150</b>
Net Revenues	\$ (4,400,840)	\$ (953,436)	\$ 620,191	\$ (2,879,266)	\$ (1,498,468)	\$ (9,333,820)
<b>Fund Balance, June 30</b>	<b>\$ 23,045,987</b>	<b>\$ 22,092,551</b>	<b>\$ 22,712,742</b>	<b>\$ 19,833,476</b>	<b>\$ 18,335,008</b>	<b>\$ 9,001,188</b>

Overall, the total Fiscal Year 2026-2027 revenues and expenditures/expenses are shown below

Description	2026 Revenues	2027 Revenues	% of Total
Assessment Income	173,100	179,750	1%
County Reimbursement	362,500	329,500	2%
Program Fees	75,000	53,000	0%
Interest Income	570,000	283,000	2%
Meter Charge - Commercial	107,000	119,000	1%
Meter Installation	336,000	336,000	2%
Grants	-	95,000	1%
Other	75,500	190,000	1%
Rentals	40,000	45,000	0%
Secured Property Tax	906,400	946,680	6%
Sewer Charge - Commercial	110,000	118,000	1%
Wastewater Account Charge	6,760,000	7,270,000	45%
Water Charges	3,035,000	3,250,000	20%
Water Account Charge	2,600,300	2,925,000	18%
<b>Total Town Revenues</b>	<b>\$ 15,150,800</b>	<b>\$ 16,139,930</b>	<b>100%</b>

Description	2026 Expenses	2027 Expenses	% of Total
Administrative Costs	1,281,900	1,414,800	9%
Chemicals	145,000	150,000	1%
Consulting	704,000	660,800	4%
Contract Operations	2,285,000	2,532,100	17%
Debt Service	2,335,000	2,340,100	16%
Program and Maintenance Costs	299,200	234,400	2%
Permits	200,000	145,000	1%
Salary and Benefits	3,044,700	3,123,150	21%
System Maintenance	2,032,000	2,276,800	15%
Utilities	2,071,600	1,884,450	13%
Capital Outlay	495,000	221,000	1%
<b>Total Town Expenses</b>	<b>\$ 14,893,400</b>	<b>\$ 14,982,600</b>	<b>100%</b>

## FUND DESCRIPTIONS

- 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 expenditure 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 expenditure for the area designated as Zone 9. Revenues to support these functions are derived from the 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 to pay the annual debt service. For budgeting purposes, these amounts are accounted for within the respective funds.

## STRATEGIC GOALS: Goals, Objectives, and Performance Outlook

Goal	Objective	Performance Outlook
Effective Governance & Fiscal Responsibility	<ul style="list-style-type: none"> <li>• Ensure transparent, ethical, and accountable governance practices.</li> <li>• Maintain balanced budgets and responsible financial management.</li> <li>• Align financial decisions with strategic priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver budgets that are clear, accurate, and aligned with goals.</li> <li>• Review expenditure vs. budget reports monthly.</li> <li>• Review policies and procedures for compliance and effectiveness.</li> </ul>
Customer Satisfaction & Community Engagement	<ul style="list-style-type: none"> <li>• Enhance communication and responsiveness to community.</li> <li>• Increase public participation in district programs and decision-making.</li> <li>• Strengthen relationships with community partners and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Track and respond to customer inquiries and service requests in a timely manner.</li> <li>• Implement and monitor the District’s Communication Strategic Plan.</li> <li>• Increase participation in public meetings, workshops, and community programs.</li> </ul>
Infrastructure Reliability & Safety	<ul style="list-style-type: none"> <li>• Prioritize and evaluate needed capital investments.</li> <li>• Ensure compliance with all safety standards and regulations.</li> <li>• Minimize service disruptions through proactive planning.</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>
Workforce Development & Organizational Planning	<ul style="list-style-type: none"> <li>• Recruit, retain, and develop a skilled and diverse workforce.</li> <li>• Provide ongoing training and professional development opportunities.</li> <li>• Plan for succession and long-term staffing needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor employee retention, recruitment, and vacancy rates.</li> <li>• Evaluate district total compensation package annually.</li> <li>• Conduct regular performance evaluations and feedback sessions.</li> <li>• Update and implement succession and workforce plans</li> </ul>
Long-term Planning for Future Sustainability	<ul style="list-style-type: none"> <li>• Develop and maintain a comprehensive long-term strategic plan.</li> <li>• Align long-term planning efforts with community needs and growth trends.</li> <li>• Advance policies and programs that support sustainable resource use and long-term resiliency.</li> </ul>	<ul style="list-style-type: none"> <li>• Update and track progress on the District’s strategic plan on an annual basis.</li> <li>• Monitor key growth, demand, and development trends to inform long-term planning decisions.</li> </ul>

## FINANCIAL POLICIES SUMMARY

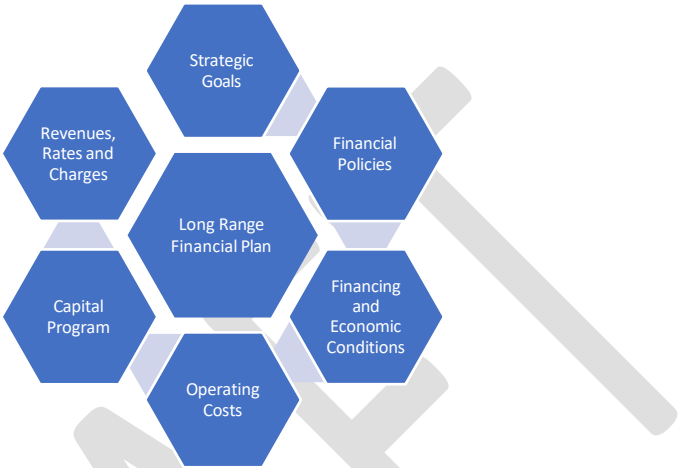
The District maintains certain financial policies to manage its investments, debt, and reserves. Those policies can be found on the [website](#) and are highlighted below. The District staff will periodically review and ensure that best practices are followed and updated, as appropriate, for changes in market conditions. Any changes to the policies require Board approval which are handled through a resolution. For the upcoming fiscal year, staff plan to review each of these policies and consider the additional policies to focus on disclosure and capital funding. In July 2024, the Board approved a revision to Policy 031 (Financial) and added Policy 034 (Capital Asset).

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, and reporting requirements.</p>
034	Capital Asset Policy	<p>Defines capital assets, capitalizable costs versus expense, thresholds, and estimated useful life. It also provides the methodology used and recognition of the procedures for asset impairment and recordkeeping.</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 recommend 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 have begun 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 period. 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.

A pro forma forecast has been presented to provide a long-term view to add to the discussion about each fund

**WATER FUND – 5 YEAR FORECAST**

Financial Forecast					
	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
	Budget	Projected	Projected	Projected	Projected
Water Account Charge (a)	2,925,000	3,276,000	3,669,120	4,109,414	4,602,544
Meter Installation (a)	336,000	-	-	-	-
Interest Income (b)	80,000	82,400	84,872	87,418	90,041
Water Charges (a)	3,250,000	3,640,000	4,076,800	4,566,016	5,113,938
Meter Charge - Commercial (a)	119,000	133,280	149,274	167,186	187,249
Other	43,000	50,000	50,000	50,000	50,000
<b>Total Revenues</b>	<b>6,753,000</b>	<b>7,181,680</b>	<b>8,030,066</b>	<b>8,980,035</b>	<b>10,043,772</b>
Salary and Benefits (c )	1,195,700	1,231,571	1,268,518	1,306,574	1,345,771
Consulting	488,800	503,464	518,568	534,125	550,149
Contract Operations	1,048,300	1,079,749	1,112,141	1,145,506	1,179,871
Utilities (d)	755,000	815,400	880,632	951,083	1,027,169
Chemicals	150,000	154,500	159,135	163,909	168,826
System Maintenance (e )	1,788,800	1,914,016	2,047,997	2,191,357	2,344,752
Administrative Costs	585,250	602,808	620,892	639,518	658,704
Debt Service (f)	538,500	543,000	909,600	1,509,100	1,910,600
Permits	75,000	77,250	79,568	81,955	84,413
<b>Total Expenses</b>	<b>6,625,350</b>	<b>6,921,758</b>	<b>7,597,051</b>	<b>8,523,126</b>	<b>9,270,255</b>
<b>Changes in Net Position / Available for</b>					
<b>Future Investment</b>	<b>127,650</b>	<b>259,922</b>	<b>433,015</b>	<b>456,909</b>	<b>773,516</b>
Operating Income (Loss), before Debt Service	666,150	802,922	1,342,615	1,966,009	2,684,116
<b>Debt Coverage Ratio</b>	<b>1.24</b>	<b>1.48</b>	<b>1.48</b>	<b>1.30</b>	<b>1.40</b>
<b>Assumptions</b>					
(a) Water revenues are anticipated to increase by 12% based on the 2025 Water and Wastewater Rate Study					
(b) Interest Income is anticipated to increase 3% as an average expected long term rate in investing					
(c ) Salary and benefits are anticipated to increase 3%					
(d) Utility expenses are expected to increase 8% to reflect a long term trend					
(e ) System Maintenance are anticipated to increase 7% to reflect the rising costs to maintain assets					
(f) Debt Service schedule reflects assumptions in the 2025 rate study based on expected future investment					
All other expenses are expected to increase by 3%					

## WASTEWATER FUND – 5 YEAR FORECAST

Financial Forecast					
	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
	Budget	Projected	Projected	Projected	Projected
Wastewater Fixed Charge (a)	7,270,000	7,706,200	8,168,572	8,658,686	9,178,207
Sewer Charge - Commercial (a)	118,000	125,080	132,585	140,540	148,972
Interest Income (b)	150,000	154,500	159,135	163,909	168,826
Other	12,000	12,000	12,000	12,000	12,000
<b>Total Revenues</b>	<b>7,550,000</b>	<b>7,997,780</b>	<b>8,472,292</b>	<b>8,975,135</b>	<b>9,508,006</b>
Salary and Benefits (c )	957,550	986,277	1,015,865	1,046,341	1,077,731
Consulting	172,000	177,160	182,475	187,949	193,588
Contract Operations	1,483,800	1,528,314	1,574,163	1,621,388	1,670,030
Utilities (d)	875,000	945,000	1,020,600	1,102,248	1,190,428
System Maintenance (e )	488,000	522,160	558,711	597,821	639,668
Administrative Costs	663,050	682,942	703,430	724,533	746,269
Debt Service (f)	1,801,600	1,810,000	1,809,000	1,809,000	1,809,000
Permits	70,000	72,100	74,263	76,491	78,786
<b>Total Expenses</b>	<b>6,511,000</b>	<b>6,723,952</b>	<b>6,938,507</b>	<b>7,165,771</b>	<b>7,405,499</b>
<b>Changes in Net Position / Available for Future Investment</b>					
Investment	1,039,000	1,273,828	1,533,784	1,809,364	2,102,507
Operating Income (Loss), before Debt Service	2,840,600	3,083,828	3,342,784	3,618,364	3,911,507
<b>Debt Coverage Ratio</b>	<b>1.58</b>	<b>1.70</b>	<b>1.85</b>	<b>2.00</b>	<b>2.16</b>
<b>Assumptions</b>					
(a) Wastewater revenues are anticipated to increase by 6% based on the 2025 Water and Wastewater Rate Study					
(b) Interest Income is anticipated to increase 3% as an average expected long term rate in investing					
(c ) Salary and benefits are anticipated to increase 3%					
(d) Utility expenses are expected to increase 8% to reflect a long term trend					
(e ) System Maintenance are anticipated to increase 7% to reflect the rising costs to maintain assets					
(f) Debt Service schedule reflects assumptions in the 2025 rate study based on expected future investment					
All other expenses are expected to increase by 3%					

**ZONE 8 – 5 YEAR FORECAST**

Financial Forecast					
	FY 2027 Budget	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected
Secured Property Tax	946,680	975,080	1,004,333	1,034,463	1,065,497
Community Center Program Fees	53,000	54,590	56,228	57,915	59,652
Grant Funding	95,000	-	-	-	-
County Reimbursement	90,000	92,700	95,481	98,345	101,296
Rentals	45,000	46,350	47,741	49,173	50,648
Interest	42,000	43,260	44,558	45,895	47,271
Other/Reserves	135,000	15,500	15,501	15,502	15,503
<b>Total Revenues (a)</b>	<b>1,406,680</b>	<b>1,227,480</b>	<b>1,263,841</b>	<b>1,301,292</b>	<b>1,339,867</b>
Salary and Benefits (b)	704,600	725,738	747,510	769,935	793,034
Administrative Costs	138,350	142,501	146,776	151,179	155,714
Maintenance	133,300	137,299	141,418	145,661	150,030
Utilities (b)	229,500	236,385	243,477	250,781	258,304
Capital Outlay	221,000	-	-	-	-
<b>Total Expenditures</b>	<b>1,426,750</b>	<b>1,241,923</b>	<b>1,279,180</b>	<b>1,317,556</b>	<b>1,357,082</b>
<b>Net Income (Loss)</b>	<b>(20,070)</b>	<b>(14,442)</b>	<b>(15,339)</b>	<b>(16,264)</b>	<b>(17,216)</b>
Assumptions					
(a) Revenues are assumed to increase on average 3% per annum					
(b) Expense are anticipated to increase 3% per annum					

**ZONE 9 – 5 YEAR FORECAST**

Financial Forecast					
	FY 2027 Budget	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected
Assessment Income	179,750	185,143	190,697	196,418	202,310
Interest	9,000	9,270	9,548	9,835	10,130
Other	22,000	22,660	23,340	24,040	24,761
<b>Total Revenues (a)</b>	<b>210,750</b>	<b>217,073</b>	<b>223,585</b>	<b>230,292</b>	<b>237,201</b>
Salary and Benefits	88,800	91,464	94,208	97,035	99,946
Administrative Costs	28,150	28,995	29,864	30,760	31,683
Facility Maintenance	60,100	61,903	63,760	65,673	67,643
Utilities	24,950	25,699	26,469	27,264	28,081
Capital Outlay	-	-	-	-	-
<b>Total Expenditures (b)</b>	<b>202,000</b>	<b>208,060</b>	<b>214,302</b>	<b>220,731</b>	<b>227,353</b>
<b>Net Income (Loss)</b>	<b>8,750</b>	<b>9,012</b>	<b>9,283</b>	<b>9,561</b>	<b>9,848</b>
Assumptions					
(a) Revenues are assumed to increase on average 3% per annum					
(b) Expense are anticipated to increase 3% per annum					

Section 4:  
**Budget Process & Timeline**



# 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 the transparency of its operations. A good business practice that the District performs is to prepare and adopt an annual budget and then monitor and report on the budget and actual variances to the Board of Directors Finance Committee on a bi-monthly basis.

In preparation of this year’s budget, staff identified the following challenges and planned response and shared this information at its budget workshop on April 30. Staff continue to engage with the Board throughout the year to stay current on those matters that are top of mind for the District.

Challenge	Response
Public awareness on District Funding /Programs	Increased communications of District activities through presentations and social media
Operational costs outpacing cost of living increases	Identified projects to reduce operational costs
Address capital investment and asset renewal	Evaluated and prioritized capital project timing
Limited revenue increases necessary to support program and capital investment	Address funding requirements for identified projects Defer projects until funding source is identified
Address of Retention of Staff	Completed Classification & Compensation Study Updated Personnel Policy

In preparation of this budget, District staff are utilizing tools for enhanced data-driven decisions such as GIS, WeatherTrak and Tyler financial software. In addition, the District has created a communications plan that will help guide how important information is conveyed to residents, businesses, and other important stakeholders.

## 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 requirements 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 ends).
  
- 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 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 directions 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

Date	Key Activity	Responsible Party
January 28, 2026	Develop budget calendar, budget worksheets, and prepare mid-year Fiscal Year 2025-2026 financial results	Finance Manager
February 2, 2026	Finalize staffing requirements, and review labor and benefit worksheet with General Manager	General Manager Finance Manager
February 10, 2026	Develop capital outlay for landscaping and community center and review with General Manager and Department Manager	General Manager Finance Manager Department Managers
February 18, 2026	Provide preliminary Capital budget status	General Manager Finance Manager Department Managers
March 31, 2026	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 2025-2026.	General Manager Board of Directors
April 17, 2026	Finalize Capital budget for Water and Wastewater and forward to rate consultant to incorporate into final rate recommendation	General Manager Finance Manager Department Managers
April 22, 2026	Preliminary Landscape and Community Center Budget document presented to General Manager	General Manager Finance Manager Department Managers
April 22, 2026	Preliminary Water and Wastewater Budget document presented to General Manager	General Manager Finance Manager Department Managers
May 5, 2026	Budget workshop is presented to the Board of Directors	General Manager Finance Manager
June 3, 2026	Set public hearing for June 18 at June 4 Board meeting	General Manager Finance Manager
June 17, 2026	Board approves Fiscal Year 2025-2026	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 expenditure is 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 update the budget and financial system to reflect on the approved change. For those line-item adjustments that do not affect the overall budget, those line items adjustments are discussed between the manager and the General Manager in consultation with the Finance Manager.

# Section 5: Overview of Revenues & Expenses



# OVERVIEW OF FISCAL YEAR 2025-2026 OPERATING REVENUES AND EXPENSES

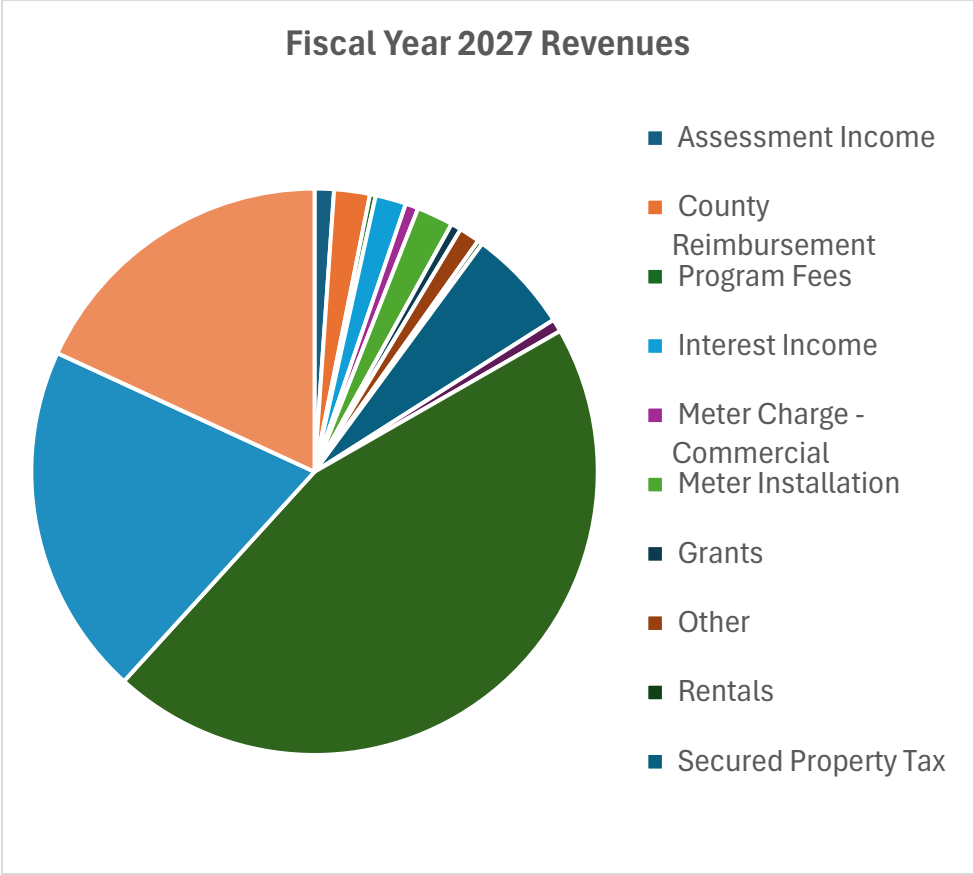
As a community services district CSD, the District can provide a variety of services to its constituents. Through the Contra Costa LAFCO process, it was determined the District will provide water and sewer service, landscaping services, and recreational activities. Each of these services may have similar 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.

## FISCAL YEAR 2026-2027 OPERATING REVENUES

Fiscal Year 2026-2027 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Assessment Income					179,750	\$ 179,750
County Reimbursement	217,500			90,000	22,000	\$ 329,500
Program Revenues				53,000		\$ 53,000
Interest Income	2,000	80,000	150,000	42,000	9,000	\$ 283,000
Commercial Revenues		119,000				\$ 119,000
Meter Installation		336,000				\$ 336,000
Grants				95,000		\$ 95,000
Other		43,000	12,000	135,000		\$ 190,000
Rentals				45,000		\$ 45,000
Secured Property Tax				946,680		\$ 946,680
Commercial Sewer Revenues			118,000			\$ 118,000
Wastewater Account Charge			7,270,000			\$ 7,270,000
Water Charges		3,250,000				\$ 3,250,000
Water Account Charge		2,925,000		-	-	\$ 2,925,000
<b>Total</b>	<b>\$ 219,500</b>	<b>\$ 6,753,000</b>	<b>\$ 7,550,000</b>	<b>\$ 1,406,680</b>	<b>\$ 210,750</b>	<b>\$ 16,139,930</b>

Fiscal Year 2025-2026 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Assessment Income					173,100	\$ 173,100
County Reimbursement	272,500			72,000	18,000	\$ 362,500
Program Revenues				75,000		\$ 75,000
Interest Income	6,000	257,000	245,000	51,000	11,000	\$ 570,000
Commercial Revenues		107,000				\$ 107,000
Meter Installation		336,000				\$ 336,000
Other		48,000	12,000	15,500		\$ 75,500
Rentals				40,000		\$ 40,000
Secured Property Tax				906,400		\$ 906,400
Commercial Sewer Revenues			110,000			\$ 110,000
Wastewater Fixed Charge			6,760,000			\$ 6,760,000
Water Charges		3,035,000				\$ 3,035,000
Water Fixed Charge		2,600,300		-	-	\$ 2,600,300
<b>Total</b>	<b>\$ 278,500</b>	<b>\$ 6,383,300</b>	<b>\$ 7,127,000</b>	<b>\$ 1,159,900</b>	<b>\$ 202,100</b>	<b>\$ 15,150,800</b>

More detailed explanation of variances provided under Section 6



Description	2026 Revenues	2027 Revenues	% of Total
Assessment Income	173,100	179,750	1%
County Reimbursement	362,500	329,500	2%
Program Fees	75,000	53,000	0%
Interest Income	570,000	283,000	2%
Meter Charge - Commercial	107,000	119,000	1%
Meter Installation	336,000	336,000	2%
Grants	-	95,000	1%
Other	75,500	190,000	1%
Rentals	40,000	45,000	0%
Secured Property Tax	906,400	946,680	6%
Sewer Charge - Commercial	110,000	118,000	1%
Wastewater Account Charge	6,760,000	7,270,000	45%
Water Charges	3,035,000	3,250,000	20%
Water Account Charge	2,600,300	2,925,000	18%
<b>Total Town Revenues</b>	<b>\$ 15,150,800</b>	<b>\$ 16,139,930</b>	<b>100%</b>

## Water and Sewer Charges

As an enterprise fund activity, the District is required to follow 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 on. This report is prepared every 4-5 years. The current rate study was prepared in 2025 and provides information through Fiscal Year 2030-2031. The District has begun the data gathering process to update the cost of service and plans to bring forth a new rate study where the Board approved the final report on April 16, 2025. The rate process begins with gathering data for a few factors from the 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 2025 Cost of Service (Rate) 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 readings.

The split of revenues is split between the account charge, and water usage is approximately 40% 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 2026-2027 it is estimated to represent \$10,195,000 water and wastewater account charge and approximately \$3,250,000. There are other charges, approximately \$573,000, 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	Current 1-Jul-24	APPROVED				
		FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
	Monthly (\$/month)	Monthly (\$/month)	Monthly (\$/month)	Monthly (\$/month)	Monthly (\$/month)	Monthly (\$/month)
Vacant	\$14.67	\$14.67	\$14.67	\$14.67	\$14.67	\$14.67
Non-irrigation Account Charge:						
5/8 Inch Meter	\$23.02	\$34.89	\$39.08	\$43.77	\$49.02	\$54.90
3/4 Inch Meter	\$23.02	\$34.89	\$39.08	\$43.77	\$49.02	\$54.90
1 Inch Meter	\$23.02	\$34.89	\$39.08	\$43.77	\$49.02	\$54.90
1 1/2 Inch Meter	\$42.98	\$63.66	\$71.30	\$79.86	\$89.44	\$100.17
2 Inch Meter	\$66.94	\$98.18	\$109.96	\$123.16	\$137.94	\$154.49
3 Inch Meter	\$130.80	\$190.25	\$213.08	\$238.65	\$267.29	\$299.36
4 Inch Meter	\$202.64	\$293.82	\$329.08	\$368.57	\$412.80	\$462.34
6 Inch Meter	\$402.22	\$581.52	\$651.30	\$729.46	\$817.00	\$915.04
Irrigation Account Charge:						
5/8 Inch Meter	\$20.62	\$28.17	\$31.55	\$35.34	\$39.58	\$44.33
3/4 Inch Meter	\$20.62	\$28.17	\$31.55	\$35.34	\$39.58	\$44.33
1 Inch Meter	\$20.62	\$28.17	\$31.55	\$35.34	\$39.58	\$44.33
1 1/2 Inch Meter	\$38.18	\$50.22	\$56.25	\$63.00	\$70.56	\$79.03
2 Inch Meter	\$59.24	\$76.68	\$85.88	\$96.19	\$107.73	\$120.66
3 Inch Meter	\$115.73	\$147.24	\$164.91	\$184.70	\$206.86	\$231.68
4 Inch Meter	\$180.27	\$226.62	\$253.81	\$284.27	\$318.38	\$356.59
6 Inch Meter	\$359.54	\$447.12	\$500.77	\$560.86	\$628.16	\$703.54
Metered Usage Charge:						
All Usage (\$/ccf)	\$2.577	\$2.605	\$2.918	\$3.268	\$3.660	\$4.099
Newly Metered Customers Meter Install Fee (10-year payback)	\$8.01	\$8.01	\$8.01			

ccf = 100 cubic feet = 748 gallons

**Wastewater Schedule**

Customer Class	Current	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30
Single Family	\$88.46	\$93.79	\$99.41	\$105.38	\$111.70	\$118.40
Multiple Family/Condos	\$72.40	\$76.69	\$81.29	\$86.17	\$91.34	\$96.82
Business/Government/Clubs	\$7.50	\$7.90	\$8.37	\$8.88	\$9.41	\$9.97
Restaurants/Bars/Dining Facilities	\$19.70	\$20.48	\$21.71	\$23.01	\$24.39	\$25.86
Schools	\$6.85	\$7.39	\$7.96	\$8.58	\$9.25	\$9.97
Other Domestic Strength Users	\$7.50	\$8.16	\$8.88	\$9.66	\$10.51	\$11.44

**Ad Valorem**

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receive 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 with Article XIII B of the California Constitution, known as Proposition 4 or the GANN limit. Staff collect the necessary information from the California Department of Finance and calculate 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 2026-2027 it is estimated to bring \$952,000.

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 (unincorporated)	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	\$ 851,281.20	3.62	1.0362	0.15	1.0015	1.03775430
Year 25/26	\$ 904,291.51	6.44	1.0644	(0.20)	0.998	1.06227120
Year 26/27	\$ 946,681.30	4.95	1.0495	(0.25)	0.9975	1.04687625

**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 2026- 2027, it is estimated that a small CPI increase to \$179,750.

Year	Number of Lots	Engineers Rate	
FY2006	203	Baseline established	% Change
FY2007	203	431.00	
FY2008	203	431.00	0.00%
FY2009	203	431.00	0.00%
FY2010	203	406.00	-5.80%
FY2011	203	406.00	0.00%
FY2012	203	561.20	38.23%
FY2013	203	555.76	-0.97%
FY2014	203	563.94	1.47%
FY2015	203	602.92	6.91%
FY2016	203	606.94	0.67%
FY2017	203	625.78	3.10%
FY2018	203	658.50	5.23%
FY2019	203	658.50	0.00%
FY2020	203	707.00	7.37%
FY2021	203	714.84	1.11%
FY2022	203	742.04	3.81%
FY2023	203	779.12	5.00%
FY2024	203	811.78	4.19%
FY2025	203	842.36	3.77%
FY2026	203	853.06	1.27%
FY2027	203	885.46	3.80%

**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 offer, 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 \$53,000

**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 of 3%, the District anticipates approximately \$283,000 in interest earnings. There is an overall reduction in interest earnings based on the anticipated use of funds and lower yield.

Those amounts are estimated to be allocated as follows:

Fund	Estimated Budget
10 Administration	\$2,000
20 Water	\$80,000
21 Wastewater	\$150,000
40 Zone 9	\$42,000
41 Zone 9	\$9,000
<b>Total Interest Earnings</b>	<b>\$283,000</b>

**Miscellaneous**

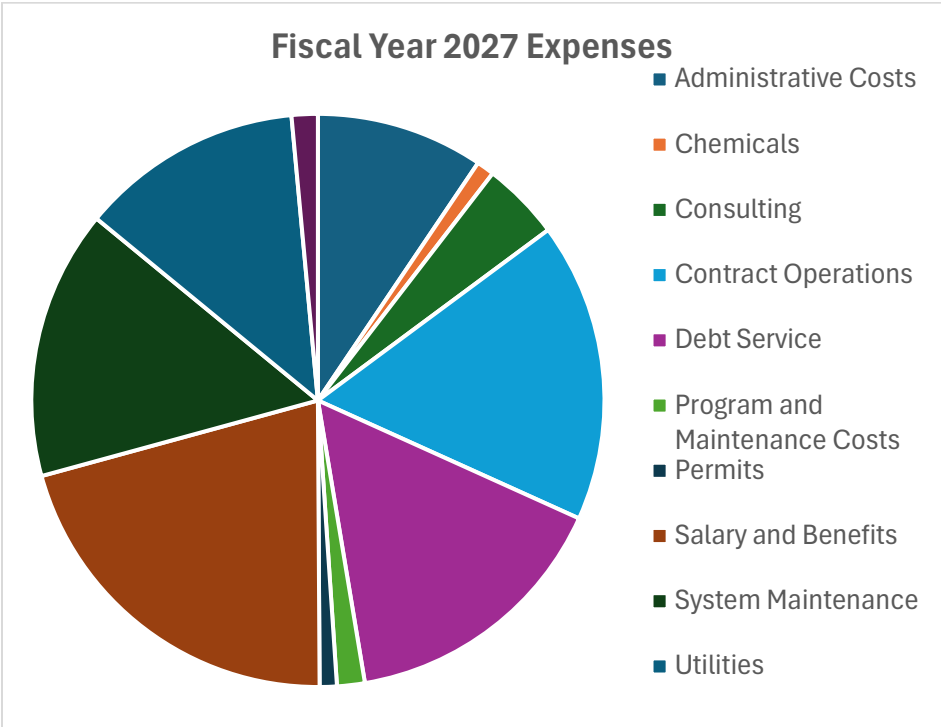
The District also receives miscellaneous other revenues during the year that represent developer reimbursement costs, county reimbursements for the special zones, rentals, administrative fees pertaining to new connections, and other minor amounts. These amounts total about \$659,500.

## FISCAL YEAR 2026-2027 OPERATING EXPENDITURES/EXPENSES

Fiscal Year 2026-2027 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Administrative Costs		585,250	663,050	138,350	28,150	\$ 1,414,800
Chemicals		150,000				\$ 150,000
Consulting		488,800	172,000			\$ 660,800
Contract Operations		1,048,300	1,483,800			\$ 2,532,100
Debt Service		538,500	1,801,600			\$ 2,340,100
Program and Maintenance Costs	41,000	-		133,300	60,100	\$ 234,400
Permits		75,000	70,000			\$ 145,000
Salary and Benefits	176,500	1,195,700	957,550	704,600	88,800	\$ 3,123,150
System Maintenance		1,788,800	488,000			\$ 2,276,800
Utilities		755,000	875,000	229,500	24,950	\$ 1,884,450
Capital Outlay	-	-	-	221,000	-	\$ 221,000
<b>Total</b>	<b>\$ 217,500</b>	<b>\$ 6,625,350</b>	<b>\$ 6,511,000</b>	<b>\$ 1,426,750</b>	<b>\$ 202,000</b>	<b>\$ 14,982,600</b>
<b>Net Change</b>	<b>\$ 2,000</b>	<b>\$ 127,650</b>	<b>\$ 1,039,000</b>	<b>\$ (20,070)</b>	<b>\$ 8,750</b>	<b>\$ 1,157,330</b>

Fiscal Year 2025-2026 by Category and Fund						
Account Category	General	Water	Wastewater	Zone 8	Zone 9	Total
Administrative Costs		518,000	600,100	140,300	23,500	\$ 1,281,900
Chemicals		145,000				\$ 145,000
Consulting		484,500	219,500			\$ 704,000
Contract Operations		915,000	1,370,000			\$ 2,285,000
Debt Service		534,500	1,800,500			\$ 2,335,000
Program and Maintenance Costs	72,500			165,500	61,200	\$ 299,200
Permits		60,000	140,000			\$ 200,000
Salary and Benefits	200,000	1,223,600	884,300	673,800	63,000	\$ 3,044,700
System Maintenance		1,372,000	660,000			\$ 2,032,000
Utilities		900,000	940,400	207,000	24,200	\$ 2,071,600
<b>Total</b>	<b>\$ 272,500</b>	<b>\$ 6,152,600</b>	<b>\$ 6,614,800</b>	<b>\$ 1,186,600</b>	<b>\$ 171,900</b>	<b>\$ 14,398,400</b>
<b>Net Change</b>	<b>\$ 6,000</b>	<b>\$ 230,700</b>	<b>\$ 512,200</b>	<b>\$ (26,700)</b>	<b>\$ 30,200</b>	<b>\$ 752,400</b>

More detailed explanation of variances provided under Section 6



Description	2026 Expenses	2027 Expenses	% of Total
Administrative Costs	1,281,900	1,414,800	9%
Chemicals	145,000	150,000	1%
Consulting	704,000	660,800	4%
Contract Operations	2,285,000	2,532,100	17%
Debt Service	2,335,000	2,340,100	16%
Program and Maintenance Costs	299,200	234,400	2%
Permits	200,000	145,000	1%
Salary and Benefits	3,044,700	3,123,150	21%
System Maintenance	2,032,000	2,276,800	15%
Utilities	2,071,600	1,884,450	13%
Capital Outlay	495,000	221,000	1%
<b>Total Town Expenses</b>	<b>\$ 14,893,400</b>	<b>\$ 14,982,600</b>	<b>100%</b>

## 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 supporting the parks/landscape efforts, recreation efforts, the water efforts and wastewater efforts. This time is reviewed annually to reflect the level of effort to process and report information for each fund type. Most of the time is spent on Water and Sewer funds and the balance is shared amongst Zone 8 which has both landscape and community center and Zone 9.

The Fiscal Year 2026-2027 budget incorporates the results of the 2025 Classification and Compensation study which included the update of position titles and reclassifications of certain positions to better align with the job functions. The information gained from the study informed us where the employees are to be properly classified and competitive in the marketplace. The General Manager compensation is determined by the Board of Directors.

For Fiscal Year 2025-2026, the District filled one landscape position that had previously been contracted through the conservation corps. In review of externally contracted services and price consideration, the District is recommending the addition of one staff (General Maintenance & Custodial Worker) to support the maintenance efforts of the District including janitorial and other maintenance support for all departments. This will reduce the costs paid to an external contractor. 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. 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.

For field staff whose time may vary each pay period, staff does record their time of their level of effort across the different District activities. The budget reflects the best estimate based on past work experience and anticipated workload. For Administrative and financial (indirect) support, their time is allocated based on their estimated time to support the field staff.

Position Headcount (budgeted)

Position Title	FY2025	FY2026	FY2027
Office Assistant	2	2	0
Administrative Assistant	2	2	2
Executive Assistant	1	1	1
Board Secretary	0	0	1
Project Accountant	1	1	0
Accountant	0	0	1
Accounting Technician I	1	1	2
Water Services Technician I	2	2	2
Water Services Technician II	1	1	1
General Maintenance & Custodial Worker	0	0	1
Maintenance Worker II	0	0	1
Parks & Maintenance Worker I	1	3	3
Parks & Maintenance Worker II	1	0	1
Parks & Maintenance Worker III	2	2	0
Landscape Coordinator	1	1	1
Recreation Programs Coordinator	1	1	1
Parks & Landscape Manager	1	1	1
Water & Wastewater Manager	1	1	1
Director of Finance	1	1	1
Projects Manager	1	1	1
Assistant General Manager	1	1	1
General Manager	1	1	1
<b>Total</b>	<b>22</b>	<b>23</b>	<b>24</b>

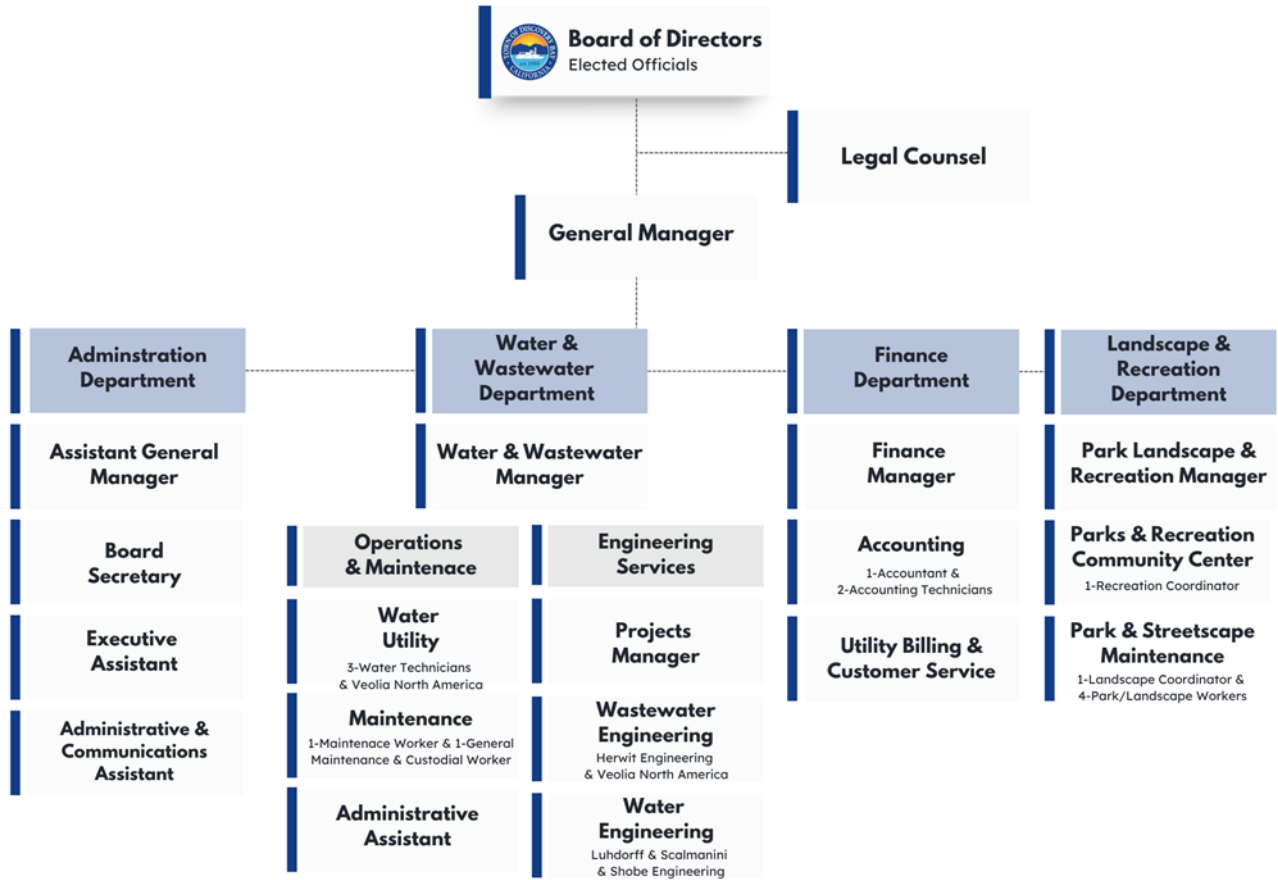
The breakdown of the staff's efforts by fiscal impact are as follows:

Special Administration	6%
Water	39%
Wastewater	31%
Zone 8 / Community Center	21%
Zone 9	3%
Total Payroll Budget	100%

Staff allocation to Funds – based on budgeted dollars

	Special Zones	Water	Wastewater	Zone 8 Landscape	Zone 8 Community Center	Zone 9	Total
Indirect Labor	0.11	5.06	5.06	0.39	0.40	0.25	11.26
Direct Labor	1.33	4.26	2.34	2.82	1.51	0.47	12.74
Total Headcount	1.45	9.32	7.40	3.21	1.91	0.72	24.00

The organizational chart reflects the entirety of the full-time equivalent District employees.



Assembly Bill (“AB”) 2561 adds Government Code Section 3502.3 to the Meyers-Milias-Brown Act (“MMBA”), imposing new obligations on public agencies related to tracking and presenting information on job vacancies. The new law and the legal obligations thereunder take effect January 1, 2025.

Under Government Code Section 3502.3, public agencies must now do the following:

1. Track job vacancies at the agency;
2. Present information on the status of the vacancies (such as information on the number of posted job openings, candidates interviewed, eligibility lists created, conditional offers made, etc.) and the agency’s recruitment and retention efforts. An agency must present this information at a public hearing before the agency’s governing body at least once per fiscal year. If an agency adopts an annual or multiyear budget each year, the public hearing must occur prior to the governing body adopting the agency’s budget; and
3. Identify, during the public hearing, any policies, procedures, and recruitment activities that may present obstacles in the agency’s hiring process and potential changes that may alleviate such obstacles.

District has complied with AB2561.

## 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 employees' dependent on 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 for 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 number of people. More information about the employees' benefits can be found in the [Personnel Manual](#) (Policy 005). Early in 2026, the Board approved an updated policy that reflected changes to several components of the personnel manual including an update to floating holidays and vacation accrual. These changes have been reflected in the budget. The changes reflect the District's position to be a more competitive employer.

## 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 and Shobe Engineering (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.

Water Consulting Engineers The District hires multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists who apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems. The District has two on-call engineering firms to support the needs for managing the District's water facilities and lines. They work in conjunction with staff and the contract operator to make recommendations. In addition, the District has hired a firm to assist with the state requirement on cross connection.

Wastewater Consulting Engineering The District has hired a firm to help plan and designs wastewater treatment plants and pump stations of all sizes. 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, 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/sewage 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.

### **Utilities**

Electricity is acquired from PG&E and is the largest component in this category. The District is exploring 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**

Purchases of sodium hypochlorite for the water operations have been transferred to Veolia as contract operator to take full advantage of their buying power and competitive pricing. It also helps the District to receive deliveries when needed. Wastewater operations also minimally use 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 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 is as follows:

Fund 20	Water	\$ 538,500
Fund 21	Wastewater	\$1,801,600

## 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 operators 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 in ensuring 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

- ✓ Work with surplus management company to offload assets no longer in use
- ✓ Update of Personnel Manual (Policy #005) to reflect best practices and updates based on new legal requirements
- ✓ Implement eScribe (board agenda preparation)
- ✓ Development of Communications Plan

### Outlook

- Implement recommended improvements for human resources and risk management
- 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

- ✓ Implement new financial software including core financials, applicant tracking, utility billing, and human resources
- ✓ Receive Excellence Award for Budget from California Society of Municipal Finance Officers
- ✓ Finalized the 2025 Classification and Compensation study
- ✓ Timely completion of Fiscal Year 2024-2025 audit and financial reporting

### Outlook

- Preparing its first Annual Comprehensive Financial Report (ACFR)
- Enhance financial forecasting model
- Evaluate debt financing needs to support capital investment
- Compliance review of utility billing accounts
- Review of financial policies

## 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. 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

- ✓ Completion construction of Well 8 project
- ✓ Complete design of the Newport and Sandpoint underwater crossing
- ✓ Complete initial phasing of cathodic protection system improvements
- ✓ Water technicians achieved certification in backflow and distribution
- ✓ Implement cross connection control program
- ✓ Rehabilitation of Village 2 and 4 lift station
- ✓ Implementation of districtwide GIS system
- ✓ Completion of the 2025 Urban Water Management Plan

### Water and Wastewater Outlook

- Completion of solar projects to produce energy savings
- Completion of Town Administration Building
- Completion of Wastewater miscellaneous projects
- Replacement of Newport Filter and Well 6 VFD upgrade

## 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

- ✓ Installation of new drip irrigation at various locations throughout Town.
- ✓ Complete pickleball conversion at Community Center
- ✓ Expand use of WeatherTRAK smart irrigation system at Cornell Park
- ✓ Landscape cleanup and weed abatement throughout the District

### Outlook

- Identification of landscape projects to drive engagement with County and other funding agencies to fund projects

## 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

- ✓ Successful introduction of new programming for all ages at the Community Center including dance classes
- ✓ Complete pickleball conversion at Community Center

### Outlook

- Community Center improvements using funds from the County

Section 6:  
**Fund Budgets & Trend Information**



# 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 expenditure 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.

Description	Fiscal Year 2026-2027
Revenues - Interest Income	2,000
Revenues - County Reimbursement	217,500
Expense - Landscape - Staff	(176,500)
Expense - Landscape Services	(41,000)
Net	2,000

The interest earned may be used for general purposes for the District. The prior year’s budget did not reflect the reimbursed portion of the district’s staff time to support the county zones. These amounts are also fully reimbursed by the County.

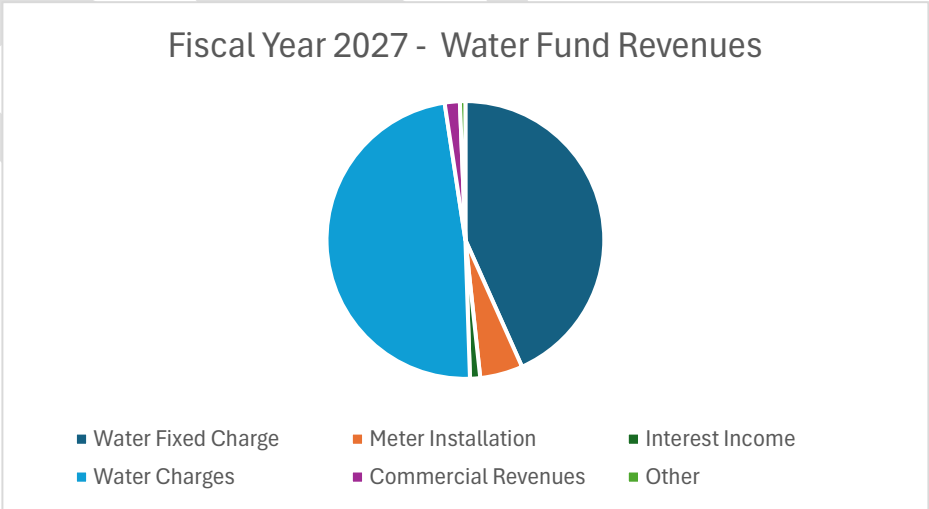
# FUND 20

## 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 by a third-party contractor, Veolia. Any evaluations for service are discussed by staff, Veolia and the District, a third-party engineering consultant. This fund is supported by revenue charges and rates set by the approved Board action after Proposition 218 process. The new rate study was prepared in 2025 and goes through the fiscal year 2029-2030.

### Fund 20 – Water Revenues

Fiscal Year Trend - Fund 20 Revenues								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<b>Budget</b>	<b>Budget</b>
Water Account Charge	1,549,250	1,574,060	1,604,898	1,632,676	1,717,193	2,601,924	2,600,300	2,925,000
Meter Installation	333,823	336,196	335,409	334,650	335,977	336,000	336,000	336,000
Interest Income	-	-	85,944	426,183	451,914	150,000	257,000	80,000
Water Charges	2,960,014	2,809,584	2,814,276	2,495,806	3,130,191	3,040,000	3,035,000	3,250,000
Meter Charge - Commercial	87,416	88,288	89,455	89,286	90,854	62,000	107,000	119,000
Other	124,564	120,251	233,130	377,402	685,727	104,928	48,000	43,000
<b>Total Revenues</b>	<b>\$ 5,055,067</b>	<b>\$ 4,928,379</b>	<b>\$ 5,163,112</b>	<b>\$ 5,356,004</b>	<b>\$ 6,411,856</b>	<b>\$ 6,294,852</b>	<b>\$ 6,383,300</b>	<b>\$ 6,753,000</b>

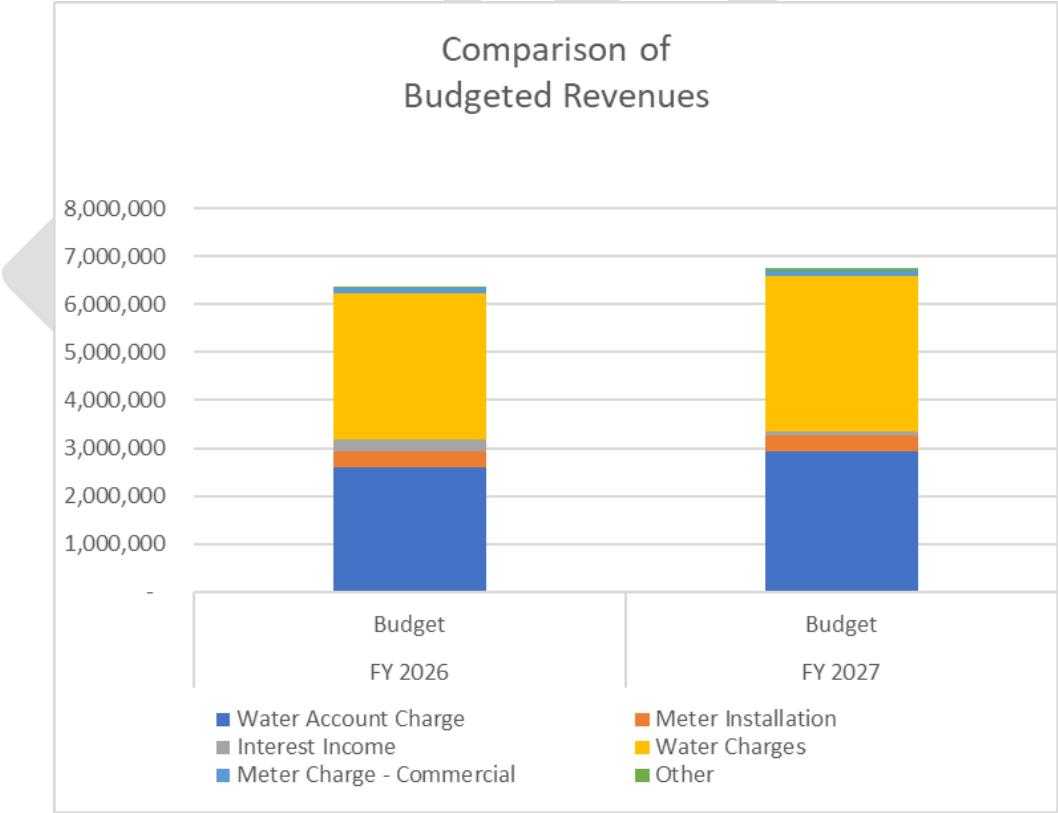


As the five-year trend shows, the revenues are steady during the period. The main change in previous years is the District’s decision to invest its reserves into Money Market

and local government investment pool called California CLASS. However, the anticipated interest income is expected to decline as the District uses its reserves to fund capital projects.

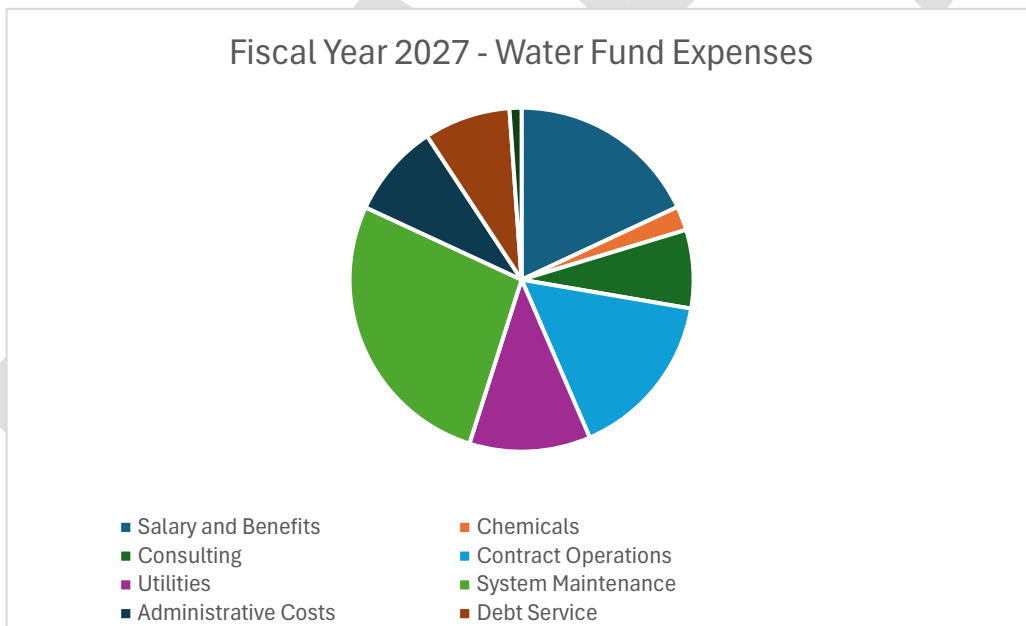
Approximately 40% of the funding is a fixed amount from an account charge that is generated for the portion of the revenue requirement that is placed on the property tax roll. This funding supports the ongoing capital infrastructure necessary to support the system expansion and asset renewal as determined from the 2025 cost of service study. The water charges represent nearly 50% of the total revenues and assumes of water use taking a five-year average to address the variability in residential, commercial and irrigation use that may occur during the year. The meter installation revenue is the expected source to repay the debt for the 2017 meter project and is expected to run through June 2027.

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 on the accounting of these funds on an annual basis.



### Fund 20 – Water Expenses

Fiscal Year Trend - Fund 20 Expenses								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	Actual	Actual	Actual	Actual	Actual	Projected	Budget	Budget
Salary and Benefits	571,236	592,219	642,690	690,159	792,636	994,200	1,223,600	1,195,700
Consulting	383,652	302,078	252,641	234,476	267,391	399,500	484,500	488,800
Contract Operations	857,187	1,110,394	817,720	860,804	878,628	923,000	915,000	1,048,300
Utilities	525,090	524,284	644,125	624,667	866,521	695,000	900,000	755,000
Chemicals	5,938	36,586	59,125	106,146	61,789	180,000	145,000	150,000
System Maintenance	724,387	982,866	1,166,155	1,029,081	1,838,127	1,565,800	1,372,000	1,788,800
Administrative Costs	308,356	380,716	485,839	497,801	849,796	521,150	518,000	585,250
Debt Service	143,608	255,843	540,562	538,351	538,364	534,500	534,500	538,500
Permits	39,645	53,982	57,636	43,148	57,243	65,000	60,000	75,000
<b>Total Expenses</b>	<b>\$ 3,559,099</b>	<b>\$ 4,238,968</b>	<b>\$ 4,666,493</b>	<b>\$ 4,624,633</b>	<b>\$ 6,150,496</b>	<b>\$ 5,878,150</b>	<b>\$ 6,152,600</b>	<b>\$ 6,625,350</b>
<b>Net Revenues (Expenses)</b>	<b>\$ 1,495,968</b>	<b>\$ 689,411</b>	<b>\$ 496,619</b>	<b>\$ 731,371</b>	<b>\$ 261,360</b>	<b>\$ 416,702</b>	<b>\$ 230,700</b>	<b>\$ 127,650</b>
<b>Debt Coverage</b>	<b>11.42</b>	<b>3.69</b>	<b>1.92</b>	<b>2.36</b>	<b>1.49</b>	<b>1.78</b>	<b>1.43</b>	<b>1.24</b>

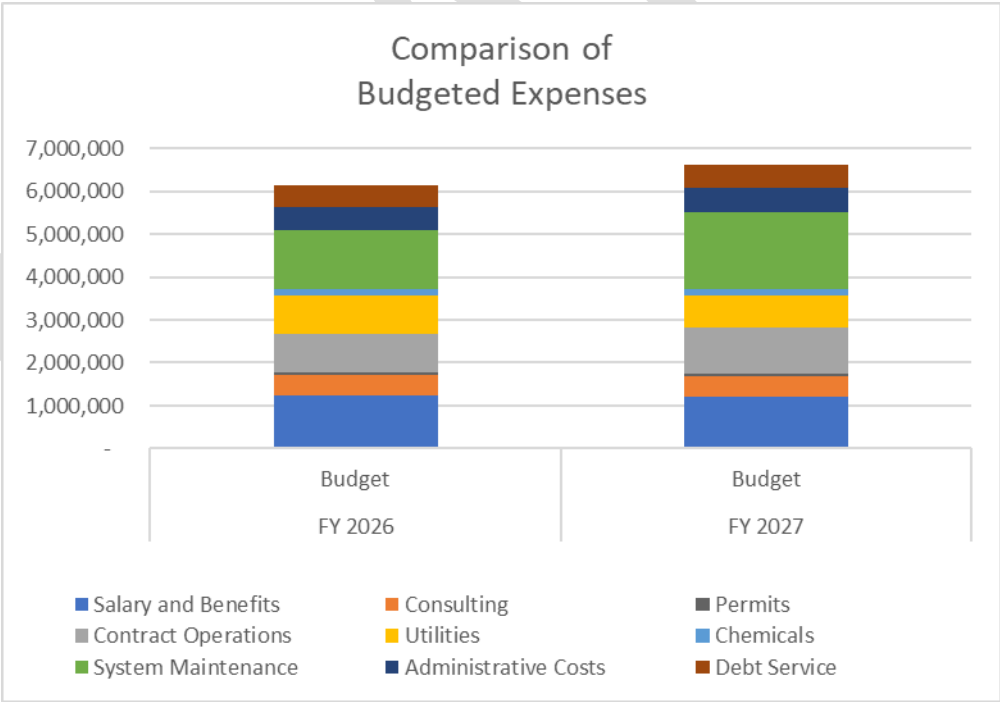


The cost of producing potable water has increased over the five-year period. The increase in Contract Operations is based on the completion of Well 8 that will require additional contractor support to manage these facilities. Consulting costs represent the fiscal and operational costs necessary to support the water system from debt compliance and regulatory compliance and remain consistent on an annual basis with more time dedicated to the consulting firms to assist with requirements of managing the various requests for state compliance and planning for future facility investment.

The District’s electricity costs have also seen a year over year increase due to expected rate adjustments through the provider. It is expected to increase at a minimum of 10% although recent years have seen twice the long-term average. As a result, the District is pursuing solar projects where low-cost financing is available to construct these facilities and anticipate to initially offset the cost of additional debt but then reduce operating cost into the future.

One of the major drivers of the cost increase is the anticipated costs to maintain the aging infrastructure, most notably from the distribution lines. This past year the District had approximately 40 repairs to the lines and anticipates that the upcoming year will see similar numbers.

During this period, the chemical cost increased and is now managed by the contract operator who has the buying leverage to assist the District ensure timely and cost-effective pricing. Administration costs over this period have increased due to the cost of property and liability insurance for the addition of new assets. Finally, the increase in debt service during this period reflects payments due for the 2022 financing transaction where the District received funds for the construction of Well 8.



### Fund Detail

Fund 20- Water	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
SEC Collections Account Charge	1,603,797	1,598,310	1,632,676	1,627,047	1,717,193	1,758,000	2,601,924	2,600,300	2,925,000
Meter Installation	335,409	335,218	334,650	335,218	335,977	336,000	336,000	336,000	336,000
Developer Deposit			82,538	-	299,866	25,000	8,000	-	-
Grants	2,970	-	28,172	-	-	-	-	-	-
Misc. Water Service Fees	36,594	10,000	28,648	25,000	25,950	27,000	25,400	30,000	32,000
Interest Income	85,994	-	426,183	137,500	451,914	425,000	150,000	257,000	80,000
Water Meter Rental	1,100	500	1,125	500	1,352	1,000	2,000	1,000	2,000
Other	133,679	10,000	53,047	25,000	61,639	15,000	3,000	15,000	5,000
Water Charges	2,814,276	2,901,000	2,495,806	2,901,000	3,130,191	2,901,000	3,040,000	3,035,000	3,250,000
Connection Fees CIP	1,500	6,000	3,400	200	5,500	-	1,200	-	-
Capacity Fee CIP	55,528	15,000	171,632	7,500	277,640	-	61,688	-	-
Permit Fee	1,100	5,000	3,400	200	5,300	1,000	1,400	1,000	2,000
Inspection Fee	1,760	5,000	5,440	200	8,480	1,000	2,240	1,000	2,000
Meter Charge Commercial	89,455	85,000	89,286	85,000	90,854	90,000	62,000	107,000	119,000
<b>Subtotal - Revenues</b>	<b>5,163,162</b>	<b>4,971,028</b>	<b>5,356,004</b>	<b>5,144,365</b>	<b>6,411,856</b>	<b>5,580,000</b>	<b>6,294,852</b>	<b>6,383,300</b>	<b>6,753,000</b>

Fund 20- Water	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Salary and Wages	536,815	592,103	528,471	690,013	563,531	905,932	700,700	933,000	932,000
Overtime	1,452	2,000	-	2,000	-	-	-	-	-
ER Taxes	39,828	59,210	40,778	69,001	48,232	80,175	81,800	82,600	82,500
Group Insurance	81,900	110,000	83,143	100,000	109,412	140,000	160,000	150,000	107,000
Workers Comp	18,475	19,200	20,294	19,320	25,698	38,000	31,500	28,000	31,000
457 Plan	25,788	30,000	17,474	30,000	17,710	22,000	20,200	30,000	43,200
Reimbursement of Wages	(6,000)	-	-	-	-	-	-	-	-
Reimbursement of Insurance	-	(40,000)	-	(40,000)	-	-	-	-	-
Vacation	4,832	-	-	-	28,054	-	-	-	-
Temporary Employees	39,977	3,000	-	3,000	6,294	3,000	7,500	3,000	3,000
BOD Compensation	11,960	22,500	11,656	22,500	11,989	15,000	10,500	15,000	13,500
Training Conferences Travel	11,950	31,000	15,765	30,000	30,233	20,000	12,900	15,000	24,000
Travel & Meetings - BOD	-	-	984	-	5,170	5,000	6,700	3,000	6,200
Memberships	10,160	9,000	11,126	15,000	11,326	8,000	8,000	8,000	12,100
TODB Sponsored Events	-	10,000	1,580	10,000	414	1,000	500	1,000	1,000
Consulting Services	202,349	285,700	184,662	261,124	212,451	420,000	360,000	430,000	441,800
Water Service Contract	722,976	720,000	860,804	745,000	878,628	840,000	923,000	915,000	1,048,300
Contract Mailing	45,209	47,000	48,597	47,000	49,460	47,000	46,000	47,000	48,000
Veolia Pass Through Expenses	94,744	132,500	146,358	100,000	193,136	186,000	-	180,000	-
Legal - General	36,282	70,000	34,591	50,000	33,475	40,000	20,000	35,000	23,000
Legal - Litigation	-	10,000	-	10,000	-	5,000	-	-	-
Annual Audit Service	14,010	15,000	15,223	18,000	21,465	20,000	19,500	19,500	24,000
Election Expense	5,363	6,000	-	6,000	12,649	7,900	-	-	14,000
Advertising	168	2,000	278	2,000	571	1,000	500	1,000	7,500
Public Relations	421	1,000	838	1,000	-	-	-	-	-
Internet Website	2,304	4,800	2,707	4,800	-	-	-	-	-
Water Conservation	-	-	-	10,000	-	4,000	-	4,000	4,000
Communications and Notice	141	2,400	695	2,400	-	-	-	-	-
Telephone - General	4,544	5,750	7,768	5,750	9,834	14,000	8,000	10,000	4,000
Telecom - Networking	8,021	5,600	8,340	10,000	8,554	7,000	6,000	7,000	3,300
Telephone - cellular	4,709	6,000	4,321	6,000	2,563	-	-	4,000	6,800

Fund 20- Water	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Construction Material Repair	67,577	137,500	29,186	137,500	70,669	80,000	-	102,000	-
Vehicle & Equipment - Fuel	12,783	15,000	9,491	15,000	9,361	12,000	6,800	8,000	8,000
Vehicle & Equipment - Sup & Rep	6,636	6,000	2,493	7,000	14,054	7,000	4,000	10,000	1,000
Water Meter and Registers	138,659	70,000	206,906	80,000	182,378	120,000	205,000	232,000	379,800
General Repairs	869,500	450,000	634,647	750,000	1,368,529	650,000	1,350,000	840,000	1,400,000
Info System - Maintenance	20,884	23,000	32,981	23,000	60,445	85,000	4,300	40,000	65,000
Equipment Maintenance	2,459	3,600	2,504	3,600	10,777	2,000	8,000	4,000	6,000
Software Hosting	37,516	40,000	22,383	40,000	43,946	-	60,000	55,000	50,000
Computer Equipment & Supplies	2,478	3,500	5,052	3,500	-	-	-	-	-
Miscellaneous Small Tools	10,602	4,000	3,128	4,000	19,331	4,000	4,000	8,000	6,000
Equipment Repair	376	400	2,271	400	-	-	-	-	-
Computer Software	3,019	4,000	761	4,000	-	-	-	-	-
Minor Equipment/Furniture	-	2,000	-	2,000	3,320	5,000	-	5,000	2,000
Office Furniture	-	3,000	-	3,000	-	-	1,000	-	-
Postage	160	1,000	1,871	1,000	1,755	1,000	-	1,600	1,750
Office Supplies	12,003	10,000	832	10,000	14,374	10,000	1,200	8,500	6,600
Rent - Public Meetings	839	200	8,430	200	-	-	10,000	-	-
Building - Rent	13,200	13,200	15,510	13,200	16,500	13,200	16,500	16,500	18,000
Equipment Rental/Leasing	1,653	3,000	6,621	3,000	7,973	2,000	4,000	1,000	5,000
Landscape Maintenance	27	5,000	11,676	2,000	15,417	20,000	33,000	20,000	28,000
Building Maintenance	9,738	12,000	16,350	15,000	39,141	12,000	30,000	7,000	15,000
Insurance Liability & Property	123,334	128,068	145,409	151,273	177,714	180,000	149,000	160,000	160,000
Permits & Fees	57,636	45,000	43,148	50,000	57,243	50,000	65,000	60,000	75,000
Personal Protective Equipment	1,721	3,000	1,975	3,000	3,790	3,000	5,000	3,000	5,000
Safety Equipment and Supplies	136	1,400	-	1,400	-	-	-	-	-
Utilities/Electrical Cost	636,494	575,424	604,260	628,762	846,519	640,000	675,000	882,000	750,000
Utilities/Waste Cost	7,631	12,000	20,406	12,000	20,002	12,000	20,000	18,000	5,000
Chemicals	59,125	50,000	106,146	120,000	61,789	100,000	180,000	145,000	150,000
Freight	-	800	-	800	-	-	-	-	-
UPS/Courier	-	320	-	320	-	-	-	-	-
Miscellaneous Bank Charges	25,557	25,000	27,906	27,000	37,351	30,000	72,000	60,000	60,000
Miscellaneous Services & Supplies	1,516	1,500	1,258	1,500	6,180	2,500	6,000	5,000	6,000
Miscellaneous	5,942	2,000	(2,088)	2,000	498	-	-	-	-
Bad Debt	-	5,000	2,201	5,000	(40,909)	2,500	-	-	-
Special Expense	2,838	-	2,105	-	1,345	2,000	1,500	2,000	1,500
Debt Service	540,562	548,940	538,351	539,223	538,364	539,912	534,500	534,500	538,500
Revenue Collection	2,166	2,400	-	2,400	1,182	2,400	-	2,400	1,500
Payroll Wire Transfer Fee	292	500	1,117	500	-	-	1,500	-	-
Public Works - Permits	-	20,000	-	20,000	-	-	-	-	-
Property Taxes	161	1,200	2,382	1,200	897	2,500	500	1,000	500
Developer Deposit Reimbursement	72,896	10,000	70,511	25,000	279,724	25,000	7,050	-	-
Subtotal - Expenses	4,666,493	4,400,715	4,624,633	4,938,687	6,150,508	5,445,019	5,878,150	6,152,600	6,625,350
Net Revenues (Loss)	\$ 496,669	\$ 570,313	\$ 573,060	\$ 205,678	\$ 205,678	\$ 134,982	\$ 416,702	\$ 230,700	\$ 127,650
Net Revenues, before Debt Service	\$ 1,037,230	\$ 1,119,253	\$ 967,397	\$ 744,902	\$ 744,902	674,893	951,202	765,200	666,150
Debt Coverage	1.92	2.04	2.45	1.38	1.38	1.25	1.78	1.43	1.24

Based on bond documents, the District needs to maintain debt coverage of at least 1.25. The 2025 rate study evaluated 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.

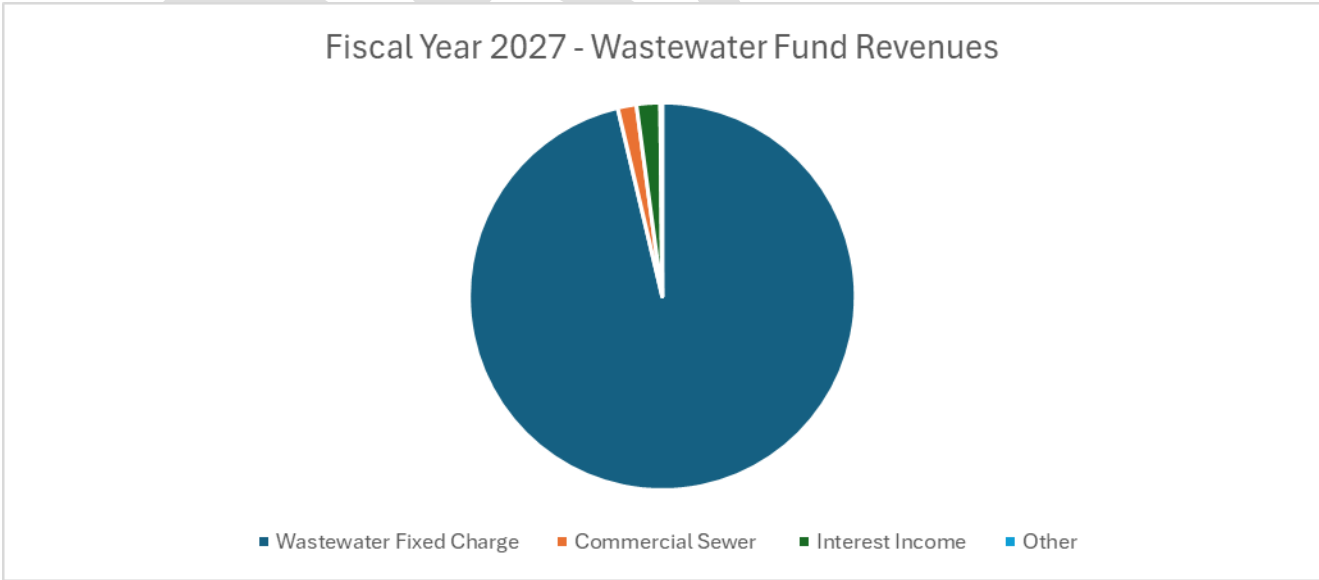
# FUND 21

## 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 17 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.

### Fund 21 – Wastewater Revenues

Fiscal Year Trend - Fund 21 Revenues								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<b>Budget</b>	<b>Budget</b>
Wastewater Account Charge	5,991,417	6,087,297	6,182,320	6,278,074	6,228,622	6,920,580	6,760,000	7,270,000
Sewer Charge - Commercial	110,517	114,535	116,124	163,999	157,000	212,000	110,000	118,000
Interest Income	-	-	78,415	395,523	247,500	150,000	245,000	150,000
Other	108,186	84,229	176,108	411,473	34,400	195,396	12,000	12,000
<b>Total Revenues</b>	<b>\$ 6,210,120</b>	<b>\$ 6,286,061</b>	<b>\$ 6,552,967</b>	<b>\$ 7,249,069</b>	<b>\$ 6,667,522</b>	<b>\$ 7,477,976</b>	<b>\$ 7,127,000</b>	<b>\$ 7,550,000</b>



This fund is supported by revenue charges and rates set by approved Board action after Proposition 218 process. The new rate study was prepared in 2025 and goes through the fiscal year 2029-2030. The wastewater account charge is a fixed charge representing 96% of the total revenues. Based on the rate consultant's analysis for wastewater, the overall increase to rates and charges is approximately 6% and may vary based on customer type.

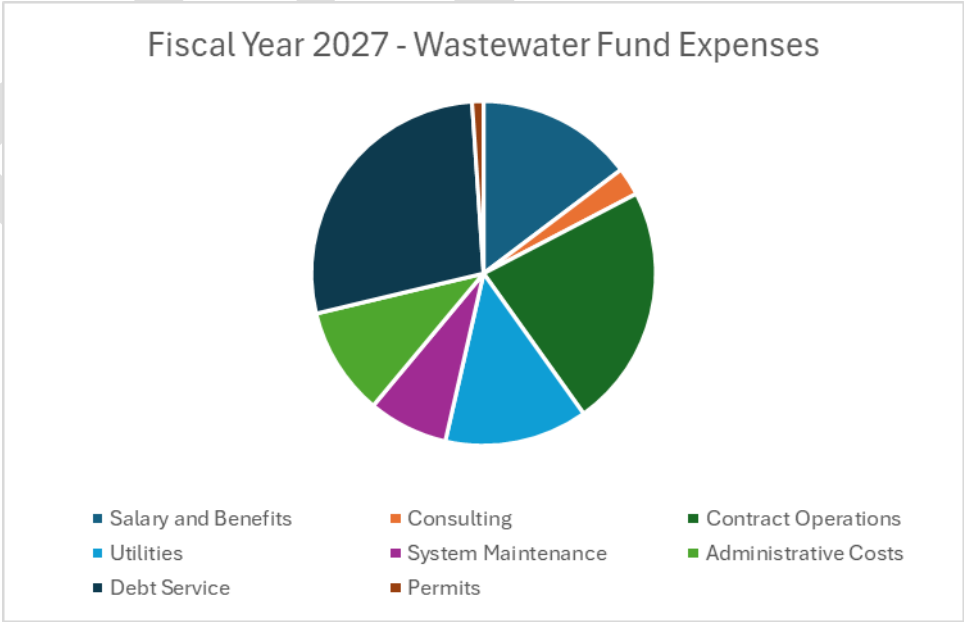
As the five-year trend shows, the revenues are steady during the period. The main change is the District's decision to invest its reserves in the Money Market and local government investment pool called California CLASS. However, the anticipated interest income is expected to decline as the District uses its reserves to fund capital projects.

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. On an annual basis the District will report on the accounting of these funds.

**Fund 21 – Wastewater Expenses**

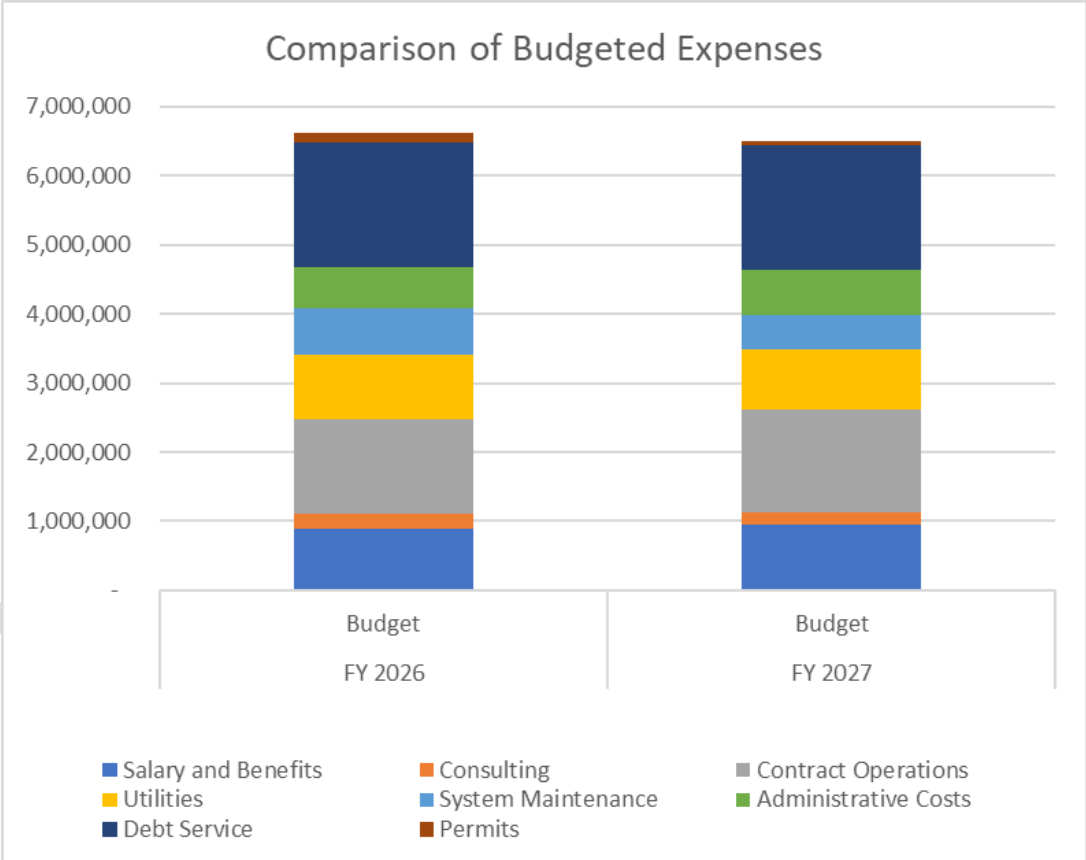
Over the five-year period, the cost of wastewater operations increased in contract operations and utilities although stabilizing in the more recent years. The contract operations line item represents the estimated increase from Veolia’s new agreement for their staff to manage the wastewater facility. In addition, the agreement also includes the estimated pass-through costs for services and parts to help manage the wastewater system.

Fiscal Year Trend - Fund 21 Expenses								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<b>Budget</b>	<b>Budget</b>
Salary and Benefits	604,364	738,791	824,992	803,134	1,061,377	779,800	884,300	957,550
Consulting	211,027	158,910	94,755	107,509	288,300	137,500	219,500	172,000
Contract Operations	1,269,832	1,622,575	1,765,322	1,691,145	1,451,000	1,382,000	1,370,000	1,483,800
Utilities	505,558	563,929	713,172	711,157	712,538	780,000	940,400	875,000
System Maintenance	62,689	177,475	320,210	375,656	92,000	437,400	660,000	488,000
Administrative Costs	320,035	388,984	399,457	476,897	571,414	533,000	600,100	663,050
Debt Service	1,206,089	1,092,674	1,786,335	1,797,077	1,799,100	1,800,500	1,800,500	1,801,600
Permits	55,524	51,424	77,712	22,794	55,000	140,000	140,000	70,000
<b>Total Expenses</b>	<b>\$ 4,235,118</b>	<b>\$ 4,794,762</b>	<b>\$ 5,981,955</b>	<b>\$ 5,985,368</b>	<b>\$ 6,030,729</b>	<b>\$ 5,990,200</b>	<b>\$ 6,614,800</b>	<b>\$ 6,511,000</b>
<b>Net Revenues</b>	<b>\$ 1,975,002</b>	<b>\$ 1,491,299</b>	<b>\$ 571,012</b>	<b>\$ 1,263,701</b>	<b>\$ 636,794</b>	<b>\$ 1,487,776</b>	<b>\$ 512,200</b>	<b>\$ 1,039,000</b>
<b>Debt Coverage</b>	<b>2.64</b>	<b>2.36</b>	<b>1.32</b>	<b>1.70</b>	<b>1.35</b>	<b>1.83</b>	<b>1.28</b>	<b>1.58</b>



The District’s electricity costs have also seen a year over year increase due to expected rate adjustments through the provider. It is expected to increase at a minimum of 10% although recent years have seen twice the long-term average. As a result of added facilities in recent years, the District identified more resources will be needed to support the wastewater system both from staff and contract operations including lift station P.

An increase in administrative costs represents the additional property insurance for the recent completion of the denitrification facility.



## FUND DETAIL

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Proposed FY 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Wastewater Account Charge	6,182,320	6,134,148	6,278,074	6,228,622	6,472,872	6,486,500	6,920,580	6,760,000	7,270,000
Developer Reimbursements/Deposits	-	-	-	-	-	10,000	-	-	-
Grant	-	-	-	-	-	-	-	-	-
Interest Income	78,415	-	395,523	247,500	526,428	400,000	150,000	245,000	150,000
Other	32,804	10,000	58,745	10,000	7,101	10,000	10,000	10,000	10,000
Sewer Charge - Commercial	116,124	157,000	163,999	157,000	204,201	120,000	212,000	110,000	118,000
Connection Fees CIP	700	10,000	2,700	200	5,100	-	1,400	-	-
Capacity Fee CIP	140,844	65,000	345,708	24,000	653,004	-	182,076	-	-
Permit Fee	-	5,000	-	200	-	1,000	-	1,000	-
Inspection Fee	1,760	5,000	4,320	200	8,480	1,000	1,920	1,000	2,000
<b>Subtotal - Revenues</b>	<b>6,552,967</b>	<b>6,386,148</b>	<b>7,249,069</b>	<b>6,667,722</b>	<b>7,877,185</b>	<b>7,028,500</b>	<b>7,477,976</b>	<b>7,127,000</b>	<b>7,550,000</b>
	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Proposed FY 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Salary and Wages	649,375	720,553	667,925	761,451	548,853	687,008	576,600	704,000	741,400
ER Taxes	87,981	71,855	51,780	75,945	40,376	60,800	47,000	62,300	65,600
Group Insurance	122,583	180,000	104,889	150,000	109,268	140,000	160,000	150,000	85,200
Workers Comp	27,712	28,800	30,440	28,980	25,698	38,000	31,500	28,000	31,000
457 Plan	36,670	45,000	30,374	45,000	30,290	22,000	20,200	30,000	34,350
Reimbursement of Insurance	(106,452)	(50,000)	(85,733)	(50,000)	(9,368)	(75,000)	(55,500)	(90,000)	-
Temporary Employees	59,966	5,000	-	5,000	6,746	3,000	7,500	3,000	3,000
BOD Compensation	17,940	22,500	13,989	22,500	11,879	15,000	10,500	15,000	13,500
Training Conferences Travel	15,596	30,000	14,674	30,000	15,966	20,000	9,000	15,000	21,400
Travel & Meetings - BOD	-	-	1,342	-	4,421	5,000	6,700	3,000	6,200
Memberships	7,353	14,600	8,353	13,000	9,079	8,000	15,000	8,000	26,000
TODB Sponsored Events	-	10,000	2,369	10,000	414	1,000	500	1,000	1,000
Consulting Services	45,521	156,300	46,157	186,300	376,797	140,000	102,000	165,000	125,000
Water Service Contract	1,084,463	1,079,000	1,108,639	1,111,000	1,317,942	1,260,000	1,382,000	1,370,000	1,483,800
Veolia Pass Through Expenses	680,859	240,000	582,506	340,000	423,352	585,000	-	568,000	-
Legal - General	28,220	110,000	38,517	85,000	33,153	60,000	16,000	35,000	23,000
Annual Audit Service	21,015	22,000	22,834	27,000	21,465	30,000	19,500	19,500	24,000
Election Expense	7,958	10,000	-	10,000	12,649	7,900	-	-	14,000
Advertising	4,146	6,600	6,765	10,200	710	2,000	500	1,000	7,500
Telephone - General	10,165	15,000	19,804	15,000	14,731	11,000	10,200	18,000	4,300
Telecom - Networking	14,930	15,000	13,273	18,000	11,407	11,000	9,000	11,000	7,500
Telephone - cellular	5,016	6,000	4,806	6,000	2,185	11,000	-	4,000	6,800
Vehicle & Equipment - Fuel	4,298	7,500	5,711	7,000	5,666	5,000	10,400	7,000	13,000
Vehicle & Equipment - Sup & Rep	3,390	30,000	395	10,000	7,541	10,000	17,000	10,000	10,000
General Repairs	204,543	91,000	369,550	91,000	9,591	75,000	420,000	75,000	450,000

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Proposed FY 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Info System - Maintenance	47,989	47,500	42,817	54,000	57,315	51,000	44,000	40,000	65,000
Equipment Maintenance	6,266	5,400	3,269	5,400	5,039	2,000	20,000	4,000	4,000
Software Hosting	19,618	17,400	10,313	14,000	18,184	-	56,400	55,000	50,000
Miscellaneous Small Tools	6,875	3,000	2,972	2,000	42,608	3,000	5,000	3,000	4,500
Equipment Repair	3,954	600	3,269	2,000	2,966	-	-	-	-
Postage	11,669	10,000	947	1,500	1,765	1,000	1,100	1,600	1,750
Office Supplies	1,433	1,500	7,041	10,000	8,379	10,000	6,000	8,500	6,600
Rent - Public Meetings	22,903	23,800	17,490	19,800	16,500	19,800	16,500	16,500	18,000
Equipment Rental/Leasing	1,586	2,400	7,727	4,000	1,574	2,000	1,500	1,000	1,000
Landscape Maintenance	35,186	12,000	18,075	2,400	3,136	10,000	12,500	10,000	28,000
Building Maintenance	-	-	31,223	14,000	43,575	16,000	50,000	11,500	15,000
Insurance Liability & Property	183,526	184,012	217,693	226,800	270,739	270,000	225,500	336,000	336,000
Permits & Fees	77,712	128,500	23,919	128,500	71,631	125,000	140,000	140,000	70,000
Personal Protective Equipment	2,407	4,000	1,415	5,000	2,467	2,500	6,000	3,000	4,000
Utilities/Electrical Cost	698,780	550,424	688,545	700,538	849,807	780,000	760,000	914,000	850,000
Utilities/Waste Cost	14,392	2,000	22,612	12,000	24,754	18,000	20,000	26,400	25,000
Chemicals							15,000	-	15,000
Miscellaneous Services & Supplies	1,692	5,500	1,921	5,500	5,869	2,500	5,900	5,000	6,000
Miscellaneous	8,480	-	1,060	-	-	-	-	-	-
Special Expense	4,180	3,000	2,539	3,000	1,345	2,000	1,000	2,000	1,500
Debt Service/Operating Transfer Out	1,786,335	1,848,491	1,797,077	1,799,100	1,796,597	1,799,908	1,800,500	1,800,501	1,801,600
Revenue Collection	3,248	7,000	4,296	7,000	4,456	4,000	4,200	4,000	4,500
Payroll Wire Transfer Fee	402	1,500	8,844	750	7,553	10,000	3,500	10,000	-
Property Taxes	11,874	2,000	3,318	2,000	5,531	10,000	5,000	10,000	6,000
Developer Deposit Reimbursement	(1,800)	10,000	3,150	10,000	-	10,000	-	-	-
Subtotal - Expenses	5,981,957	5,736,735	5,980,892	6,037,665	6,272,601	6,281,416	6,015,200	6,614,801	6,511,000
Net Revenues (Loss)	571,009	649,413	1,268,177	630,058	1,604,584	747,084	1,462,776	512,200	1,039,000
Net Revenues, before Debt Service	2,357,344	2,497,904	3,065,254	2,429,158	3,401,180	2,546,992	3,263,276	2,312,700	2,840,601
Debt Coverage	1.32	1.35	1.71	1.35	1.89	1.42	1.81	1.28	1.58

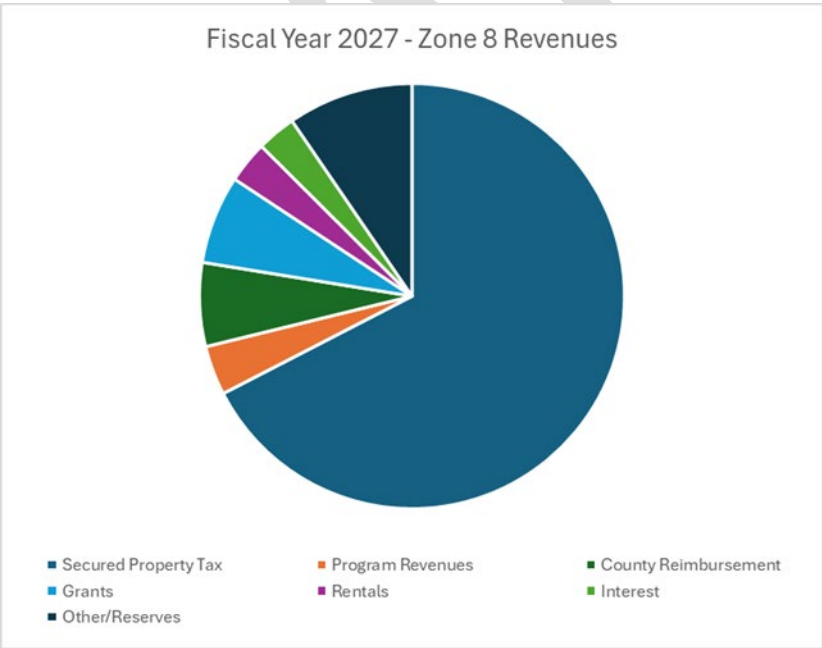
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# FUND 40

## 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.

Fiscal Year Trend - Fund 40 Revenues								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	Actual	Actual	Actual	Actual	Actual	Projected	Budget	Budget
Secured Property Tax	729,578	763,243	828,881	856,834	851,451	905,354	906,400	946,680
Community Center Program Fees	1,825	30,218	79,332	76,180	75,000	53,500	75,000	53,000
County Reimbursement	61,997	66,129	45,809	63,971	67,000	96,500	72,000	90,000
Rentals	34,257	39,028	43,767	44,210	40,000	40,000	40,000	45,000
Interest	26,848	-	17,490	71,889	75,000	42,000	51,000	42,000
Other/Grants	45,029	83,728	46,362	297,393	28,000	323,260	510,500	230,000
<b>Total Revenues</b>	<b>\$ 899,534</b>	<b>\$ 982,346</b>	<b>\$ 1,061,641</b>	<b>\$ 1,410,476</b>	<b>\$ 1,136,451</b>	<b>\$ 1,460,614</b>	<b>\$ 1,654,900</b>	<b>\$ 1,406,680</b>



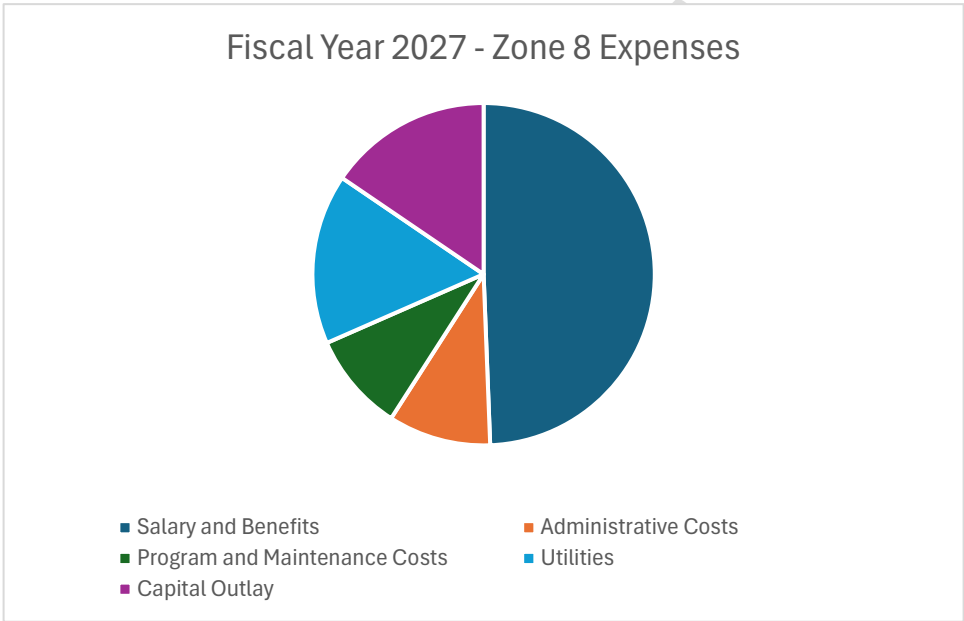
The revenue source for Fund 40 is from property tax (75%) which provides stability in the revenue needed to support Zone 8. This revenue is calculated according to the GANN limit and is based on the change in capital personal income and population. This information is provided to the District by the State of California Department of Finance. The amount is estimated at \$946,680 until the information is available.

To complement the major source of revenue from secured property tax, 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 District does anticipate a decline in interest income to reflect the use of its reserve for capital expenditures.

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. The District does anticipate lower program fees with a reduced schedule for the pool use and lessons. Rental income includes about \$33,000 expected from the Water and Wastewater operations for the community center to conduct District board and committee meetings. For the upcoming fiscal year, the District will be using grant funding from the County towards the Community Center. In addition, staff intends to resurface the tennis courts since they were last updated in 2014.



Fiscal Year Trend - Fund 40 Expenses								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	Actual	Actual	Actual	Actual	Actual	Projected	Budget	Budget
Salary and Benefits	313,300	329,514	457,534	355,126	486,104	623,800	673,800	704,600
Administrative Costs	73,547	103,526	131,230	159,374	130,087	130,225	148,301	138,350
Maintenance	144,780	166,329	144,033	268,442	163,116	139,800	157,500	133,300
Utilities	162,146	182,661	195,334	192,387	235,553	208,900	199,599	229,500
Capital Outlay	269,897	376,718	230,913	628,893	908,098	229,850	495,000	221,000
Total Expenditures	\$ 963,670	\$ 1,158,748	\$ 1,159,044	\$ 1,604,222	\$ 1,922,958	\$ 1,332,575	\$ 1,674,200	\$ 1,426,750
Net Revenues (Expenses)	\$ (64,136)	\$ (176,402)	\$ (97,403)	\$ (193,745)	\$ (786,507)	\$ 128,038	\$ (19,300)	\$ (20,070)



During the five-year period, costs increased with the increased efforts to support landscape needs and programming for Zone 8. Past years, the District has adjusted the staff levels to bring the needed resources in-house including the replacement of the Conservation Corps last year, and this year bringing external contracts in-house to provide year-round support in the special zones and within the water and wastewater programs. The increase in the minimum wage has impacted on the seasonal staff wages over this period but has been adjusted to reflect potentially lower available staff during the duration of the swimming season. 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. To keep up with the extensive overgrowth throughout the District, the District also utilizes a landscape company for some of the larger landscape projects. The District is re-evaluating its capital investment in landscape and the community center to better align with potential external funding from grants or other ways to bring revenues into the zone to reduce the fiscal impact of deferred landscape projects.

Fund Detail

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Projected
Current Secured Property Tax	828,881	704,657	856,834	820,310	890,529	851,281	905,354	906,400	946,680
Advertising Income	700	500	1,166	500	50	2,000	-	500	500
Community Center Program Fees	37,488	40,000	60,263	45,000	64,123	65,000	50,000	65,000	47,000
Grant Income	-	1,000	173,789	-	-	-	-	-	95,000
Community Center Events	-	-	1,500	1,000	-	4,000	-	2,000	1,000
Borrowed reserves	-	-	-	18,000	-	14,000	-	500,000	131,000
Interest Income	14,045	-	71,889	-	69,544	75,000	40,000	51,000	42,000
County Reimbursement	50,889	75,000	63,971	60,000	63,865	67,000	96,500	72,000	90,000
Other	6,000	6,000	2,507	6,000	5,689	2,000	1,000	2,000	2,500
Recreation Revenue	74,844	-	-	-	-	-	-	-	-
Gifts & Contributions (Donations)	7,195	4,000	6,501	-	6,000	6,000	181,000	6,000	-
Community Center Fee	25,000	-	111,930	-	182,245	-	48,635	-	-
Rentals	10,767	39,000	44,210	39,000	59,372	40,000	40,000	40,000	45,000
Community Center Pool Fee	7,467	7,500	15,917	8,000	15,543	10,000	5,000	10,000	6,000
<b>Subtotal - Revenues</b>	<b>1,063,275</b>	<b>877,657</b>	<b>1,410,476</b>	<b>997,810</b>	<b>1,356,960</b>	<b>1,136,281</b>	<b>1,367,489</b>	<b>1,654,900</b>	<b>1,406,680</b>

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Projected
Salary and Wages	261,457	171,000	130,610	150,879	181,914	216,531	295,700	285,000	319,800
ER Taxes	-	-	10,524	-	16,451	19,163	15,600	25,000	28,300
Reimbursement of Insurance	-	-	18,408	-	27,039	31,395	28,000	42,300	51,500
Directors Compensation	-	-	-	-	-	-	-	-	700
Training Conferences Travel	3,428	2,000	393	2,500	897	1,500	1,000	1,500	1,800
Memberships	345	600	462	600	145	500	-	-	1,200
Consulting	-	-	-	-	1,041	-	2,000	-	-
Legal - General	64	1,000	1,204	1,000	838	1,000	2,500	1,000	3,500
Annual Audit Service	2,200	2,200	2,200	2,200	3,756	2,500	4,000	4,000	4,200
Advertising	-	50	136	50	-	-	60	-	100
Telephone - General	-	600	-	480	2,146	1,200	1,500	500	450
Telephone - cellular	1,504	2,000	1,161	1,800	839	-	1,200	1,200	700
Vehicle & Equipment - Fuel	7,849	10,000	8,101	10,200	6,304	8,500	6,000	8,500	8,500
Vehicle & Equipment - Sup & Rep	4,866	4,000	4,067	6,500	3,608	6,500	7,500	6,500	6,500
Info System - Maintenance	1,763	950	2,218	1,862	5,571	4,500	5,100	3,500	5,000
Equipment Maintenance	2,508	4,000	6,654	4,500	1,106	4,500	1,000	2,500	1,000
Software Hosting	-	-	-	-	-	-	5,800	5,500	5,400
Miscellaneous Small Tools	10,623	2,000	2,499	2,500	2,752	2,500	1,500	3,000	3,000
Office Supplies	985	1,650	2,440	1,600	1,202	1,000	1,300	1,500	1,500
Equipment Rental/Leasing	2,139	2,460	959	2,500	1,079	2,000	1,000	2,000	1,000
Landscape Maintenance	66,563	45,000	176,854	55,000	82,645	55,000	72,000	55,000	55,000
Building Maintenance	8,900	6,500	10,454	11,700	11,669	12,000	9,000	12,000	6,000
Insurance Liability & Property	5,000	5,000	6,250	6,250	7,002	7,500	7,900	12,000	9,000
Personal Protective Equipment	2,696	3,000	4,354	3,000	1,894	3,000	4,200	3,000	3,500
Utilities/Electrical Cost	81,744	93,840	93,128	90,000	112,589	90,000	96,000	98,600	103,000
Utilities/Water Cost	49,282	51,000	43,543	55,000	60,581	55,000	60,000	38,000	56,000
Utilities/Waste Cost	4,908	5,000	4,622	5,000	4,417	5,000	4,200	5,000	19,750
Miscellaneous Services & Supplies	100	1,600	2,342	1,102	787	500	1,000	500	500
Revenue Collection	4,941	5,700	5,609	10,800	6,016	5,100	5,000	5,000	5,000
Property Taxes	911	2,000	911	1,000	911	1,000	1,300	1,000	1,300
CCC DB Sign Replacement	388	2,000	135	2,000	217	1,000	-	1,000	500

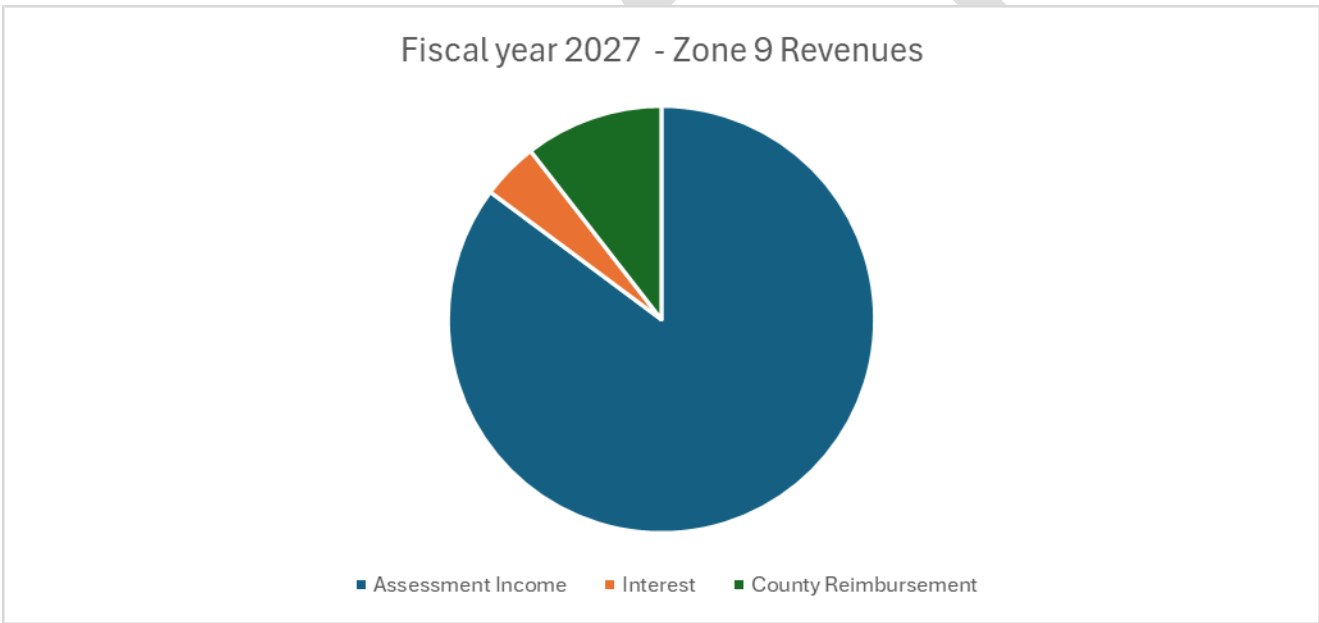
	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Projected
Salary and Wages	196,077	278,882	183,969	302,899	219,029	330,539	258,500	290,000	253,700
ER Taxes	-	-	11,616	-	18,720	29,253	21,800	26,000	22,500
Reimbursement of Insurance					22,951	9,507	4,200	5,500	28,800
Directors Compensation									350
Training Conferences Travel	226	1,500	1,525	2,000	661	1,500	1,000	1,500	1,500
Memberships	1,115	1,020	1,539	1,400	7,645	1,500	1,500	2,000	1,300
Donation Expenditures	3,786	41,000	28,802	18,000	3,006	14,000	3,500	5,000	5,000
Events	999	6,530	4,155	6,500	201	1,500	-	1,000	500
Consulting					1,041	-	2,000	-	-
Legal - General	2,335	3,500	3,303	3,000	710	3,000	3,000	1,500	3,500
Annual Audit Service	1,000	1,000	1,000	1,000	3,756	1,500	4,000	4,000	4,200
Advertising	5,677	5,355	4,176	5,750	-	-	-	-	-
Telephone - General	2,764	3,560	4,391	3,360	4,632	6,500	4,000	4,000	450
Telecom - Networking	3,023	3,000	4,063	3,200	4,855	4,400	4,200	4,400	5,300
Telephone - cellular	831	720	709	850	634	-	-	1,200	400
Info System - Maintenance	2,993	3,500	2,129	4,250	7,587	10,000	3,000	4,500	3,000
Equipment Maintenance	580	800	-	800	320	500	500	500	500
Software Hosting	4,385	5,000	11,550	5,000	203	-	9,000	9,000	10,000
Community Center/Pool Equipment	2,305	-	1,699	4,000	614	2,500	2,500	12,500	2,500
Office Supplies	4,528	4,330	5,242	4,250	5,010	4,500	4,000	5,000	5,000
Landscape Maintenance	23,524	17,040	12,294	15,300	15,681	20,000	12,200	18,000	18,000
Building Maintenance	15,739	15,000	24,218	17,000	8,416	14,000	9,000	16,000	7,800
Pool Maintenance	11,944	3,060	13,033	15,000	18,969	14,000	10,400	12,000	12,000
Insurance Liability & Property	6,000	6,000	6,120	6,120	6,975	7,300	7,900	11,000	9,000
Permits & Fees	1,167	2,000	730	2,000	1,846	1,000	1,355	1,000	2,000
Personal Protective Equipment	1,584	2,020	2,596	2,000	1,695	1,500	500	1,500	1,500
Utilities/Electrical Cost	41,112	26,000	32,325	31,500	42,729	40,000	33,000	40,000	36,000
Utilities/Water Cost	11,791	14,000	12,313	13,000	11,599	13,000	11,700	12,000	12,000
Utilities/Waste Cost	6,496	6,000	6,455	6,000	3,638	6,000	4,000	6,000	2,750
Chemicals	8,458	10,000	17,721	12,000	18,055	15,000	11,200	17,000	17,000
Miscellaneous Bank Charges	8,286	3,500	2,984	3,800	2,063	3,300	-	-	-
Miscellaneous Services & Supplies	4,440	510	5,700	2,000	5,630	4,000	5,000	6,000	3,000
Program Fees	29,677	30,000	28,261	33,750	30,103	36,000	28,000	36,000	32,000
Property Taxes	470	500	470	510	470	500	470	500	500
Capital Outlay	230,913	470,000	628,893	1,741,000	908,098	1,110,000	213,300	495,000	221,000
<b>Subtotal - Expenses</b>	<b>1,159,388</b>	<b>1,390,477</b>	<b>1,604,222</b>	<b>2,697,262</b>	<b>1,922,958</b>	<b>2,244,688</b>	<b>1,316,084</b>	<b>1,674,200</b>	<b>1,426,750</b>
<b>Net Revenues (Loss)</b>	<b>\$ (96,113)</b>	<b>\$ (512,820)</b>	<b>\$ (193,745)</b>	<b>\$ (1,699,452)</b>	<b>\$ (565,998)</b>	<b>\$ (1,108,406)</b>	<b>\$ 51,404</b>	<b>\$ (19,300)</b>	<b>\$ (20,070)</b>

# FUND 41

## ZONE 9 (Ravenswood)

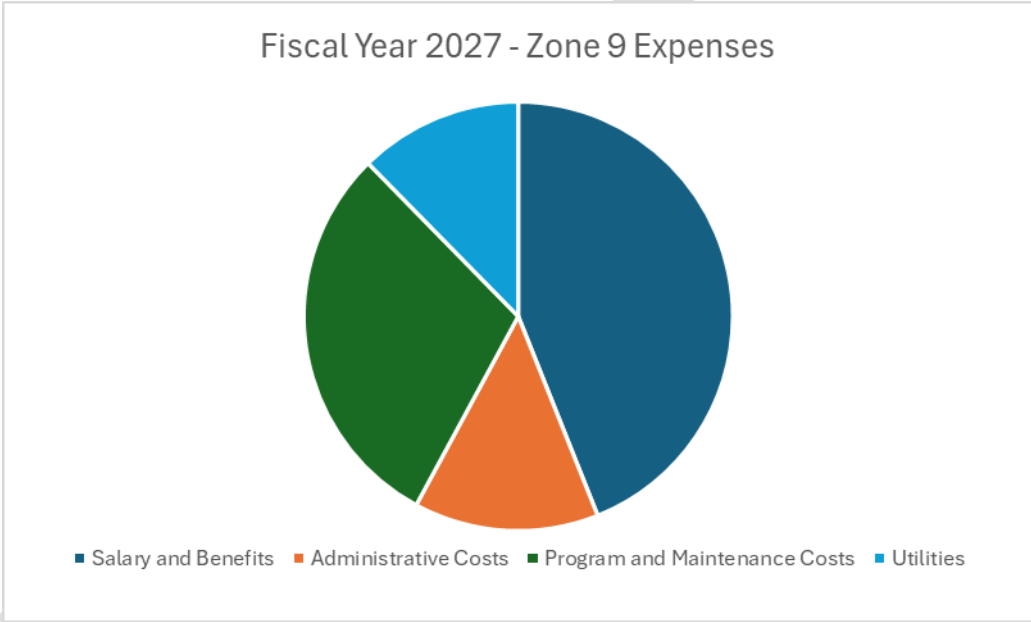
Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Fiscal Year Trend - Fund 41 Revenues								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	Actual	Actual	Actual	Actual	Actual	Projected	Budget	Budget
Assessment Income	145,113	150,634	158,161	164,791	170,999	173,171	173,100	179,750
Interest	-	-	2,539	11,430	14,768	7,000	11,000	9,000
Other	15,499	20,688	11,452	15,993	15,966	22,000	18,000	22,000
<b>Total Revenues</b>	<b>\$ 160,612</b>	<b>\$ 171,322</b>	<b>\$ 172,152</b>	<b>\$ 192,214</b>	<b>\$ 201,733</b>	<b>\$ 202,171</b>	<b>\$ 202,100</b>	<b>\$ 210,750</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 County Reimbursement 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).

Fiscal Year Trend - Fund 41 Expenses								
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027
	Actual	Actual	Actual	Actual	Actual	Projected	Budget	Budget
Salary and Benefits	42,553	28,027	37,777	33,430	52,184	80,600	63,000	88,800
Administrative Costs	23,708	25,507	25,242	17,009	18,929	25,240	27,300	28,150
Maintenance	29,739	28,434	56,091	58,124	22,319	62,500	61,000	60,100
Utilities	20,787	24,902	22,246	19,957	19,131	27,100	24,200	24,950
Capital Outlay	162,931	-	-	16,932	271,419	-	-	-
<b>Total Expenditures</b>	<b>\$ 279,718</b>	<b>\$ 106,870</b>	<b>\$ 141,356</b>	<b>\$ 145,452</b>	<b>\$ 383,982</b>	<b>\$ 195,440</b>	<b>\$ 175,500</b>	<b>\$ 202,000</b>
<b>Net Revenues (Expenses)</b>	<b>\$ (119,106)</b>	<b>\$ 64,452</b>	<b>\$ 30,796</b>	<b>\$ 46,762</b>	<b>\$ (182,249)</b>	<b>\$ 6,731</b>	<b>\$ 26,600</b>	<b>\$ 8,750</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.

Fund Detail

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Actual	Budget	Projected	Budget	Budget
Assessment Income	158,161	153,647	164,791	156,720	170,999	170,999	173,171	173,100	179,750
Interest Income	2,539		11,430	4,200	14,768	10,000	7,000	11,000	9,000
County Reimbursement	12,722	13,000	15,993	13,000	15,966	17,000	22,000	18,000	22,000
Subtotal - Revenues	<b>173,423</b>	<b>166,647</b>	<b>192,214</b>	<b>173,920</b>	<b>201,733</b>	<b>197,999</b>	<b>202,171</b>	<b>202,100</b>	<b>210,750</b>

	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		Fiscal Year 2027
	Actual	Budget	Actual	Budget	Projected	Budget	Projected	Budget	Budget
Salary and Wages	37,777	47,299	26,186	60,045	41,894	53,845	68,100	52,000	71,100
ER Taxes	-	-	2,076	-	3,880	4,765	2,700	4,500	6,300
Reimbursement of Insurance			5,168	-	6,410	6,600	9,800	6,500	11,400
Directors Compensation									350
Training Conferences Travel	1,093	1,450	98	1,450	818	1,000	1,000	1,000	1,800
Memberships									700
Consulting Services	1,680	2,000	2,025	2,500	892	2,200	3,750	2,200	2,200
Legal - General	688	1,000	-	1,000	301	1,000	2,500	500	1,000
Annual Audit Service	2,000	2,000	2,000	2,000	3,220	2,500	3,000	3,000	3,600
Advertising	-	100	55	100	57	-	100	100	100
Telephone - General	258	1,200	521	1,200	1,375	2,000	1,800	800	200
Telephone - cellular	1,449	1,200	1,123	1,200	752	-	-	1,200	300
Vehicle & Equipment - Fuel	6,639	6,000	6,370	7,500	6,606	7,500	6,500	7,500	7,500
Vehicle & Equipment - Sup & Rep	374	2,200	4,628	3,450	2,622	6,000	2,000	2,500	2,500
General Repairs		100		100	-	-	2,650	-	-
Info System - Maintenance	766	1,750	250	1,750	1,977	2,000	500	1,500	2,000
Equipment Maintenance	2,713	2,750	1,951	1,500	451	1,500	500	1,000	1,000
Miscellaneous Small Tools	3,493	2,500	741	2,500	1,925	2,500	-	2,000	2,100
Software Hosting	163		390	-	135	-	500	2,200	2,000
Minor equipment/furniture		500	386	500	-	500	100	500	-
Office Supplies	430	1,050	397	1,050	74	500	-	300	100
Equipment Rental/Leasing	1,428	1,000	243	1,000	277	1,000	-	1,000	200
Landscape Maintenance	52,194	21,000	46,771	30,000	11,728	50,000	53,000	50,000	50,000
Building Maintenance	700	1,000	355	1,000	1,363	1,000	1,000	1,000	100
Insurance Liability & Property	3,000	3,000	3,300	3,300	4,677	5,000	3,920	7,000	7,000
Personal Protective Equipment	1,841	3,000	2,720	3,000	1,257	3,000	3,500	2,000	2,500
Utilities/Electrical Cost	635	1,600	712	1,600	891	1,200	400	1,700	450
Utilities/Water Cost	20,019	25,500	19,245	26,000	15,144	22,000	23,800	20,000	22,000
Utilities/Waste Cost	1,592	3,000		1,000	3,096	2,000	2,900	2,500	2,500
Miscellaneous Services & Supplies	2	1,500	387	1,500	318	600	1,000	500	500
Revenue Collection	423	600	423	600	423	500	423	500	500
Capital Outlay	-	25,000	16,932	50,000	271,419	250,000	-	-	-
Subtotal - Expenses	<b>141,356</b>	<b>159,299</b>	<b>145,453</b>	<b>206,845</b>	<b>112,563</b>	<b>430,710</b>	<b>195,444</b>	<b>175,500</b>	<b>202,000</b>
Net Revenues (Loss)	\$ <b>32,067</b>	\$ <b>7,348</b>	\$ <b>46,761</b>	\$ <b>(32,925)</b>	\$ <b>89,170</b>	\$ <b>(232,711)</b>	\$ <b>6,727</b>	\$ <b>26,600</b>	\$ <b>8,750</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 to 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.

Section 7:

**Capital Improvement Plan &  
Funding Source**



# CAPITAL IMPROVEMENT PLAN AND FUNDING SOURCE

The Capital Improvement Projects for Fiscal Year 2026-2027 are valued at \$20 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 operators 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 2026-2027 Forecast of Capital Projects

Capital Projects / Expenditures	FY 26/27	FY 27/28	FY 28/29	FY29/30	FY30/31
Water	11,221,400	4,025,000	4,100,000	8,500,000	4,091,000
Wastewater	8,557,150	775,000	425,000	1,425,000	425,000
Zone 8	221,000	35,000	35,000	113,000	35,000
Zone 9	-	-	10,000	12,000	-
<b>Total Costs</b>	<b>19,999,550</b>	<b>4,835,000</b>	<b>4,570,000</b>	<b>10,050,000</b>	<b>4,551,000</b>
Funding Source	FY 26/27	FY 27/28	FY 28/29	FY29/30	FY30/31
Reserves	10,617,150	1,085,000	470,000	1,550,000	1,051,000
Grants	95,000				
California Energy Commission Loan	2,845,000	-	-	-	-
Future debt	6,442,400	3,750,000	4,100,000	8,500,000	3,500,000
<b>Total Costs</b>	<b>19,999,550</b>	<b>4,835,000</b>	<b>4,570,000</b>	<b>10,050,000</b>	<b>4,551,000</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	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Total
<b>CIP for Water Supply Capacity (Source, Treatment and Storage)</b>						
Well Replacement	-	250,000	250,000	2,000,000	-	2,500,000
<b>TOTAL</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>2,000,000</b>	<b>-</b>	<b>2,500,000</b>
<b>Replacements and Rehabilitation for Existing Water Supply Facilities</b>						
Filter Replacement (Newport Filter A)	390,000	-	-	-	-	390,000
Stabilization Soils- Willow Lake Water Treatment Plant	-	-	-	-	176,000	176,000
Well 2 Upgrade Electrical Panel	-	275,000	-	-	-	275,000
Install Filter 2	-	-	350,000	3,000,000	-	3,350,000
Newport WTP Valve Replacment	112,000	-	-	-	-	112,000
Well 6 Upgrade from SSRV to VFD to Improve Operational Flexibility	400,000	-	-	-	-	400,000
<b>TOTAL</b>	<b>902,000</b>	<b>275,000</b>	<b>350,000</b>	<b>3,000,000</b>	<b>176,000</b>	<b>4,703,000</b>
<b>Water Distribution System/Pipeline Replacements</b>						
Mainline Pipeline	500,000	3,500,000	3,500,000	3,500,000	3,500,000	14,500,000
Newport & Sandpoint Underwater Crossing	3,599,400	-	-	-	-	3,599,400
<b>TOTAL</b>	<b>4,099,400</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>18,099,400</b>
<b>Capital Improvements - Water Distribution System</b>						
Willow Lake WTP SCADA Improvements	-	-	-	-	415,000	415,000
Cathodic Protection System Improvements	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>415,000</b>	<b>415,000</b>
<b>Other Projects</b>						
Solar System at WTP	2,845,000	-	-	-	-	2,845,000
Town Administration Building	3,375,000	-	-	-	-	3,375,000
<b>TOTAL</b>	<b>6,220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,220,000</b>
<b>Annual Total</b>	<b>11,221,400</b>	<b>4,025,000</b>	<b>4,100,000</b>	<b>8,500,000</b>	<b>4,091,000</b>	<b>31,937,400</b>

As part of the 2025 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 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. There is also a solar project underway and pending permit approval that will be funded through the California Energy Commission.

## FUND BALANCE

	Annual Target	Balance 06/30/2026 (estimated)	Net Revenues	External funding or Debt proceeds	Uses	Balance 06/30/2027
<b>Revolving Funds</b>						
Water Infrastructure Replacement Fund	200,000	337,625	127,650		(86,073)	379,202
Booster Pump Replacement Fund	20,000	276,700				276,700
Generators Replacement Fund	10,000	140,000				140,000
Facility Replacement Fund	10,000	128,073			(36,725)	91,348
Vehicle Replacement Fund	10,000	79,092				79,092
Total Revolving Funds	250,000	961,490	127,650		(122,798)	966,342
<b>Reserves</b>						
Emergency Reserves	30% of Revenues	2,025,900				2,025,900
Capital and Connection Fee		779,202			(779,202)	0
Water Distribution Line Replacement		1,032,000		9,287,400	(10,319,400)	0
Capital Reserve		-				0
Undesignated		-				0
Total Reserves		3,837,102	-	9,287,400	(11,098,602)	2,025,900
<b>Total Water Funds</b>	<b>\$ 250,000</b>	<b>\$ 4,798,592</b>	<b>\$ 127,650</b>	<b>\$ 9,287,400</b>	<b>\$ (11,221,400)</b>	<b>\$ 2,992,242</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 revenue earned above the anticipated annual target. For Fiscal Year 2026-2027, the net revenues fell short of the annual contribution target of \$250,000. As more refinement of the timing of some of the larger capital improvements, staff will begin working with the District's finance team to prepare bond documents to obtain construction proceeds to pay for distribution systems. Currently, the Newport and Sandpoint underwater crossing is in final design, and it is anticipated that bidding and construction will occur in Fiscal year 2026-2027.

Through the 2025 cost-of-service study, the District addressed the difference and adjust rates in the next study to provide sufficient funding for the District to achieve its annual contribution. This will also address the funding strategy to pay for capital projects through cash or debt.

With the work in updating the District's GIS, 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	FY 26/27	FY 27/28	FY 28/29	FY29/30	FY30/31	Total
<b>Annual Wastewater Lift Station Improvements</b>						
Lift Station Control Panel Upgrades	250,000	250,000	250,000	250,000	250,000	1,250,000
<i>TOTAL</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>	<i>1,250,000</i>
<b>Capital Improvements - Wastewater System</b>						
Wastewater Facility Improvements	4,757,150	-	-	-	-	4,757,150
Lift Station Replacement	-	-	-	1,000,000	-	1,000,000
	<b>4,757,150</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>5,757,150</b>
<b>Other Projects</b>						
Town Administration Building	3,375,000	-	-	-	-	3,375,000
<i>TOTAL</i>	<i>3,375,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>3,375,000</i>
<b>Equipment</b>						
Facility Equipment	175,000	175,000	175,000	175,000	175,000	875,000
Stationary Liftstation Generators (Newport & Lakeshore)	0	350,000	-	-	-	350,000
<i>Total</i>	<i>175,000</i>	<i>525,000</i>	<i>175,000</i>	<i>175,000</i>	<i>175,000</i>	<i>1,225,000</i>
<b>Annual Total</b>	<b>8,557,150</b>	<b>775,000</b>	<b>425,000</b>	<b>1,425,000</b>	<b>425,000</b>	<b>11,607,150</b>

Like the water CIP, the wastewater projects were evaluated with the 2025 cost of service study to help guide the needed rates over this period. Most of the projects will be funded by reserves or the District’s revolving funds.

The Miscellaneous Wastewater Facility Projects is a collection of several projects throughout the site being addressed together that include the following:

Dewatering pipe	\$ 358,400
Belt Press	\$1,680,000
Vac Truck Dump Station and Pumps / Garage	\$ 952,000
Solar Dryer Panel and Tray Replacement	\$ 760,000
Solar Circulators rehabilitation	\$ 134,400
Other minor projects	\$ 44,800
Engineering Services and Contingency	\$ 827,550

## Fund Balance

Fund 21 - Wastewater	Annual Target	Balance 06/30/2026 (estimated)	Net Revenues	External funding/loans	Uses	Balance 06/30/2027
<b>Revolving Funds</b>						
Wastewater Infrastructure Replacement Fund	200,000	1,267,920	200,000		(1,467,920)	0
Collection Pumps & Motors Replacement Fund	30,000	155,764	30,000		(175,000)	10,764
Generators Replacement Fund	15,000	195,000	15,000		-	210,000
Facility Replacement Fund	15,000	81,488	15,000		(96,488)	0
Vehicle Replacement Fund	15,000	115,226	15,000		-	130,226
Manhole Replacement Fund	100,000	200,000	100,000		-	300,000
<b>Total Revolving Funds</b>	<b>\$ 375,000</b>	<b>\$ 2,015,398</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ (1,739,408)</b>	<b>\$ 650,990</b>
<b>Reserves</b>						
Emergency Reserves	30% of Revenues	2,265,000				2,265,000
Capital and Connecton Fee		1,590,103			(335,108)	1,254,996
Capital Reserves		4,693,729			(4,693,729)	0
Undesignated		1,124,906	664,000		(1,788,906)	(0)
<b>Total Reserves</b>		<b>\$ 9,673,738</b>	<b>\$ 664,000</b>	<b>\$ -</b>	<b>\$ (6,817,743)</b>	<b>\$ 3,519,995</b>
<b>Total Wastewater Funds</b>	<b>\$ 375,000</b>	<b>\$ 11,689,136</b>	<b>\$ 1,039,000</b>	<b>\$ -</b>	<b>\$ (8,557,150)</b>	<b>\$ 4,170,986</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 2026-2027, the anticipated net revenues exceeded the annual contribution target of \$375,000, and those funds are reflected in the undesignated fund.

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	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
<b>Landscaping - Streetscape and Parks</b>					
Front Entrance /Wall	-	-	-	-	-
Willow Lake	-	-	-	-	-
Newport Drive	-	-	-	-	-
<b>Total Landscaping</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Community Center</b>					
Building Improvements	95,000	25,000	25,000	25,000	25,000
Pool Equipment	-	10,000	10,000	10,000	10,000
Tennis courts	126,000	-	-	-	-
Pickleball courts	-	-	-	30,000	-
<b>Total Community Center</b>	<b>\$ 221,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 65,000</b>	<b>\$ 35,000</b>
<b>Vehicles</b>					
Tractor	-	-	-	48,000	-
<b>Total Vehicles</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ -</b>
<b>Total Zone 8</b>	<b>\$ 221,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 113,000</b>	<b>\$ 35,000</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 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.

For Fiscal Year 2026-2027, the District has scaled back on capital investment due to the lack of funding from annual operations. District staff will identify a complete list of deferred projects, determine pricing, and evaluate options for funding from own source revenues, external funding (grants), or consideration of new generated revenues.

## Fund Balance

	Annual Target	Balance 06/30/2026 (estimated)	Net Revenues	Uses	Balance 06/30/2027
<b>Revolving Funds</b>					
Community Center	45,000	25,830			25,830
Streetscapes/Parks	40,000	-			-
Vehicle Replacement	10,000	50,000			50,000
<b>Total Revolving</b>	<b>\$ 95,000</b>	<b>\$ 75,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,830</b>
<b>Reserves</b>					
Undesignated	-		(20,070)		(20,070)
Designated Fund		582,869	-	(95,000)	487,869
Park Enhancement Fee	-	45,125	-		45,125
Community Center Fee	-	162,793	-	(126,000)	36,793
Emergency Reserves	50% of Annual Operating Revenue	595,500	-	-	595,500
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ 1,386,287</b>	<b>\$ (20,070)</b>	<b>\$ (221,000)</b>	<b>\$ 1,145,217</b>
<b>Total Zone 8</b>	<b>\$ 95,000</b>	<b>\$ 1,462,117</b>	<b>\$ (20,070)</b>	<b>\$ (221,000)</b>	<b>\$ 1,221,047</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	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
<b>Landscaping - Streetscape and Parks</b>					
Ravenswood Park - Solar Lighting			10,000		
Poe Road (Future Year)					-
<b>Total Landscaping</b>	\$ -	\$ -	\$ 10,000	\$ -	\$ -
<b>Vehicles / Equipment</b>					
Tractor	-	-		12,000	
<b>Total Vehicles</b>	\$ -	\$ -	\$ -	\$ 12,000	\$ -
<b>Total Zone 9</b>	\$ -	\$ -	\$ 10,000	\$ 12,000	\$ -

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 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 06/30/2026 (estimated)	Net Revenues	Uses	Balance 06/30/2027
<b>Revolving Funds</b>					
Park Structures	25,000	25,000			25,000
Streetscapes/Parks	15,000	20,000	8,750	-	28,750
Vehicle/Equipment Replacement	5,000	35,000		-	35,000
<b>Total Revolving</b>	\$ 45,000	\$ 80,000	\$ 8,750	\$ -	\$ 88,750
<b>Reserves</b>					
Undesignated	-	-	-		-
Capital Reserves	-	23,077	-		23,077
Emergency Reserves	50% of Annual Operating Revenue	105,375	-	-	105,375
<b>Total Reserves</b>	\$ -	\$ 128,452	\$ -	\$ -	\$ 128,452
<b>Total Zone 9</b>	\$ 45,000	\$ 208,452	\$ 8,750	\$ -	\$ 217,202

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 2026-2027 balance should not exceed \$418,600.

## 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. Project completion is expected by winter 2026.

### Water Projects

**Well 2** - Following the recent failure of the well pump equipment and considering this well (drilled in 1971) is the oldest in the Town's inventory, the water group has discussed the potential to advance a full well replacement project. This would avoid spending funds to replace failed pump equipment and upgrade the electrical switchgear at the existing site. The proposed project would involve drilling a new well, installing new pump equipment, and constructing underground and aboveground piping to connect to the nearby existing raw water transmission main, along with improvements to facilitate overboard discharges from pump to waste cycles and future well rehabilitation work. Preliminary cost estimates range from \$2.75 - \$4.0 million with project start expected to begin in 2026 with an overall duration of approximately 2 to 3 years from planning through commissioning.

**Solar Project** – The project goal is to produce energy savings over the long term at the water treatment plant, wastewater plant, and community center. Project costs include permitting, procurement, and installation at District facilities of solar panels and related equipment. The District is planning a phased approach to allow for an opportunity to pursue low interest loan through the California Energy Commission low interest loan. Under the program terms, the loan repayment follows one year of operations, and the expected terms is 16-20 years. Savings on PG&E energy costs from these solar projects will initially offset the loan repayment with future savings to reduce operating costs. Phase I is approximately \$3 Million.

**Stabilization Soils Project** - Asphalt pavement cracking and evidence of site subsidence has been observed at 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 repairing the

distressed areas, if necessary.

**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.

**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

### Miscellaneous Wastewater Projects:

**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.

**Decant Station Pump Station** - The existing vac truck dump station can only handle 1 load before it is full requiring multiple trips and time needed to properly clean a pump station or manhole. The new Vac Truck Dump Station will have more capacity and be designed to flow water in a manner allowing multiple dumps a day. This project would be grouped with the other miscellaneous wastewater projects with design starting this year and construction starting in 2026.

**Vac Truck Cover** - The new Vac Truck is substantially larger than the existing vac truck and does not fit into the existing metal cover at Plant No. 2. This project would construct a larger cover next to the existing one for the new vac truck. The old space would be converted to storage. This project would be grouped with the other miscellaneous wastewater projects with design starting this year and construction starting in 2026.

**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.

## Zone 8 Landscape and Community Center Projects

**Streetscapes** – placeholder for future projects replace and refresh the landscaping along roads including Willow Lake and Newport Drive during this five-year period.

**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.

## Zone 9 Landscape and Community Center Projects

**Streetscapes** – future projects replace and refresh the landscaping along roads including Poe Drive during this five-year period.

## Section 8:

### Debt



# 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 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>		\$250,000
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 6/30/2025

Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$ 10,362,000
US Bank	2017	\$ 7,425,000
US Bank	2022	\$ 16,135,000
<b>Total</b>		<b>\$ 33,922,000</b>

Water Only

Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$1,101,000
US Bank	2017	\$ 460,000
US Bank	2022	\$4,480,000
<b>Total</b>		<b>\$6,041,000</b>

Wastewater Only

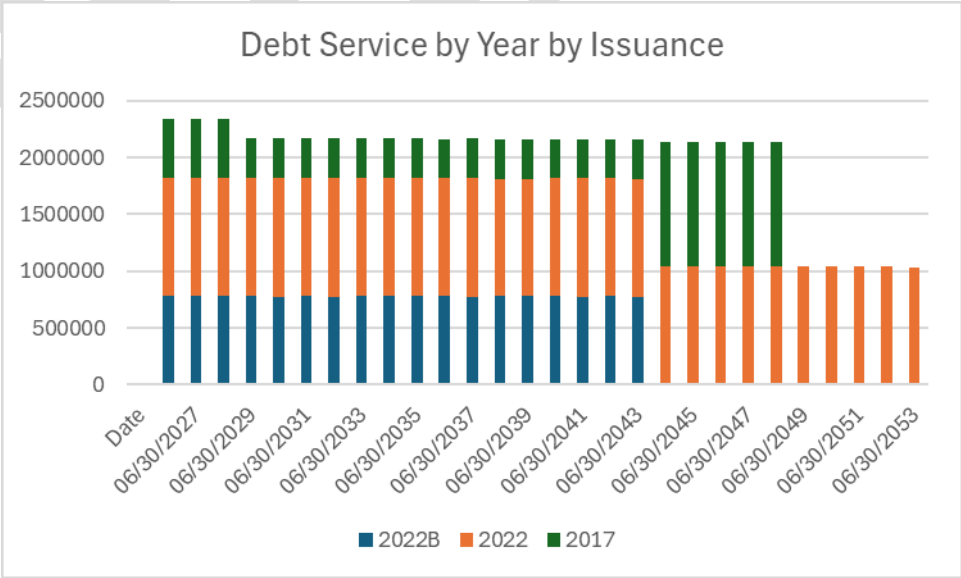
Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$9,261,000
US Bank	2017	\$6,965,000
US Bank	2022	\$11,655,000
<b>Total</b>		<b>\$27,881,000</b>

# Debt Service Payments

December 1 - Principal and Interest

June 1 – Interest Only

Date	2022B Enterprise Revenue Refunding Bonds Enterprise (Revenue)			2022 Enterprise Revenue Bonds Enterprise (Revenue)			2017 Enterprise Revenue Bonds Enterprise (Revenue)		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
06/30/2026	420,000	359,381	779,381	275,000	763,125	1,038,125	225,000	292,194	517,194
06/30/2027	436,000	344,230	780,230	290,000	749,000	1,039,000	240,000	280,569	520,569
06/30/2028	451,000	328,530	779,530	305,000	734,125	1,039,125	250,000	268,319	518,319
06/30/2029	466,000	312,299	778,299	320,000	718,500	1,038,500	95,000	260,169	355,169
06/30/2030	481,000	295,537	776,537	340,000	702,000	1,042,000	100,000	256,269	356,269
06/30/2031	501,000	278,156	779,156	355,000	684,625	1,039,625	100,000	252,769	352,769
06/30/2032	516,000	260,155	776,155	375,000	666,375	1,041,375	105,000	249,694	354,694
06/30/2033	536,000	241,534	777,534	395,000	647,125	1,042,125	105,000	246,478	351,478
06/30/2034	558,000	222,170	780,170	415,000	626,875	1,041,875	105,000	243,131	348,131
06/30/2035	578,000	202,063	780,063	435,000	605,625	1,040,625	110,000	239,569	349,569
06/30/2036	597,000	181,266	778,266	455,000	583,375	1,038,375	110,000	235,856	345,856
06/30/2037	617,000	159,778	776,778	480,000	560,000	1,040,000	120,000	231,900	351,900
06/30/2038	640,000	137,529	777,529	500,000	535,500	1,035,500	120,000	227,700	347,700
06/30/2039	663,000	114,466	777,466	525,000	509,875	1,034,875	125,000	223,100	348,100
06/30/2040	690,000	90,518	780,518	555,000	482,875	1,037,875	125,000	218,100	343,100
06/30/2041	711,000	65,720	776,720	585,000	454,375	1,039,375	135,000	212,900	347,900
06/30/2042	738,000	40,073	778,073	615,000	424,375	1,039,375	135,000	207,500	342,500
06/30/2043	763,000	13,505	776,505	645,000	392,875	1,037,875	145,000	201,900	346,900
06/30/2044				680,000	363,150	1,043,150	915,000	180,700	1,095,700
06/30/2045				705,000	335,450	1,040,450	955,000	143,300	1,098,300
06/30/2046				735,000	306,650	1,041,650	995,000	104,300	1,099,300
06/30/2047				760,000	276,750	1,036,750	1,035,000	63,700	1,098,700
06/30/2048				795,000	245,650	1,040,650	1,075,000	21,500	1,096,500
06/30/2049				830,000	209,000	1,039,000			
06/30/2050				870,000	166,500	1,036,500			
06/30/2051				920,000	121,750	1,041,750			
06/30/2052				965,000	74,625	1,039,625			
06/30/2053				1,010,000	25,250	1,035,250			
<b>Total</b>	<b>10,362,000</b>	<b>3,646,908</b>	<b>14,008,908</b>	<b>16,135,000</b>	<b>12,965,400</b>	<b>29,100,400</b>	<b>7,425,000</b>	<b>4,861,616</b>	<b>12,286,616</b>



**Summary by Fund**

<b>Wastewater Fund</b>				
<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Outstanding Balance</b>
06/30/2026	655,000.00	1,145,220.66	1,800,220.66	27,226,000.00
06/30/2027	684,000.00	1,117,322.86	1,801,322.86	26,542,000.00
06/30/2028	713,000.00	1,088,179.46	1,801,179.46	25,829,000.00
06/30/2029	741,000.00	1,058,283.16	1,799,283.16	25,088,000.00
06/30/2030	775,000.00	1,027,533.96	1,802,533.96	24,313,000.00
06/30/2031	802,000.00	996,011.06	1,798,011.06	23,511,000.00
06/30/2032	836,000.00	963,739.46	1,799,739.46	22,675,000.00
06/30/2033	869,000.00	930,010.83	1,799,010.83	21,806,000.00
06/30/2034	904,000.00	894,728.35	1,798,728.35	20,902,000.00
06/30/2035	942,000.00	857,807.65	1,799,807.65	19,960,000.00
06/30/2036	974,000.00	819,367.45	1,793,367.45	18,986,000.00
06/30/2037	1,016,000.00	779,331.70	1,795,331.70	17,970,000.00
06/30/2038	1,052,000.00	737,629.60	1,789,629.60	16,918,000.00
06/30/2039	1,098,000.00	693,909.10	1,791,909.10	15,820,000.00
06/30/2040	1,142,000.00	647,992.10	1,789,992.10	14,678,000.00
06/30/2041	1,196,000.00	599,989.00	1,795,989.00	13,482,000.00
06/30/2042	1,240,000.00	549,899.80	1,789,899.80	12,242,000.00
06/30/2043	1,292,000.00	497,796.40	1,789,796.40	10,950,000.00
06/30/2044	1,405,000.00	443,100.00	1,848,100.00	9,545,000.00
06/30/2045	1,465,000.00	385,700.00	1,850,700.00	8,080,000.00
06/30/2046	1,525,000.00	325,900.00	1,850,900.00	6,555,000.00
06/30/2047	1,585,000.00	263,700.00	1,848,700.00	4,970,000.00
06/30/2048	1,650,000.00	199,000.00	1,849,000.00	3,320,000.00
06/30/2049	600,000.00	151,000.00	751,000.00	2,720,000.00
06/30/2050	630,000.00	120,250.00	750,250.00	2,090,000.00
06/30/2051	665,000.00	87,875.00	752,875.00	1,425,000.00
06/30/2052	695,000.00	53,875.00	748,875.00	730,000.00
06/30/2053	730,000.00	18,250.00	748,250.00	
<b>Total</b>	<b>27,881,000.00</b>	<b>17,453,402.60</b>	<b>45,334,402.60</b>	

Water Fund				
Date	Principal	Interest	Total	Outstanding Balance
06/30/2026	265,000.00	269,478.90	534,478.90	5,776,000.00
06/30/2027	282,000.00	256,475.50	538,475.50	5,494,000.00
06/30/2028	293,000.00	242,794.00	535,794.00	5,201,000.00
06/30/2029	140,000.00	232,684.40	372,684.40	5,061,000.00
06/30/2030	146,000.00	226,271.70	372,271.70	4,915,000.00
06/30/2031	154,000.00	219,538.20	373,538.20	4,761,000.00
06/30/2032	160,000.00	212,483.90	372,483.90	4,601,000.00
06/30/2033	167,000.00	205,126.50	372,126.50	4,434,000.00
06/30/2034	174,000.00	197,448.30	371,448.30	4,260,000.00
06/30/2035	181,000.00	189,449.30	370,449.30	4,079,000.00
06/30/2036	188,000.00	181,129.50	369,129.50	3,891,000.00
06/30/2037	201,000.00	172,346.20	373,346.20	3,690,000.00
06/30/2038	208,000.00	163,099.40	371,099.40	3,482,000.00
06/30/2039	215,000.00	153,531.80	368,531.80	3,267,000.00
06/30/2040	228,000.00	143,500.70	371,500.70	3,039,000.00
06/30/2041	235,000.00	133,006.10	368,006.10	2,804,000.00
06/30/2042	248,000.00	122,048.00	370,048.00	2,556,000.00
06/30/2043	261,000.00	110,483.70	371,483.70	2,295,000.00
06/30/2044	190,000.00	100,750.00	290,750.00	2,105,000.00
06/30/2045	195,000.00	93,050.00	288,050.00	1,910,000.00
06/30/2046	205,000.00	85,050.00	290,050.00	1,705,000.00
06/30/2047	210,000.00	76,750.00	286,750.00	1,495,000.00
06/30/2048	220,000.00	68,150.00	288,150.00	1,275,000.00
06/30/2049	230,000.00	58,000.00	288,000.00	1,045,000.00
06/30/2050	240,000.00	46,250.00	286,250.00	805,000.00
06/30/2051	255,000.00	33,875.00	288,875.00	550,000.00
06/30/2052	270,000.00	20,750.00	290,750.00	280,000.00
06/30/2053	280,000.00	7,000.00	287,000.00	
<b>Total</b>	<b>6,041,000.00</b>	<b>4,020,521.10</b>	<b>10,061,521.10</b>	

# Section 9: Acronyms & Glossary





**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

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve Audit Fee Increase.

**Meeting Date:** June 3, 2026

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

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Approve and Authorize the General Manager to amend the Town's Service Contract Agreement with CLA for \$6,500 for a total not-to-exceed amount of \$152,785 to perform the additional work associated with the Fiscal Year ending June 30, 2026 annual independent financial audit and submission of financial reports to the California State Controller's Office

### EXECUTIVE SUMMARY:

In June 2024, the Board approved a 3-year agreement with CliftonLarsonAllen LLP (CLA) to provide the following services and deliverables:

- Perform financial audit;
- Examine internal accounting controls and accounting procedures;
- Report all irregularities and illegal acts to General Manager or Finance Manager;
- Submit management letter on recommendations to improvement systems of internal control, or accounting system;
- Draft financial statements and notes to the financial statements; and
- Complete the annual State Controller's Office Financial Transactions report\*
 

\*Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller.

Subsequent to the approval of CLA to perform these services, the District undertook the implementation of a new accounting software, Tyler ERP. With the introduction of a new software, the auditors will need additional hours to evaluate information across multiple platforms which was not originally accounted for.

Therefore, due to the implementation of your new ERP system, CLA anticipates an increase in the number of audit hours required for this year's engagement as the transition to a new ERP often necessitates additional procedures to ensure that data migration and system controls are functioning as intended. CLA has estimated approximately 40 hours or \$6,500.

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**FISCAL IMPACT:**

The additional \$6,500 will be funded from the Finance Department's Consulting Budget.

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

June 16, 2024 – Regular Board Meeting - Financial Auditor Selection

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**ATTACHMENTS:**

1. N/A



**CliftonLarsonAllen LLP**  
2875 Michelle Drive, Suite 300  
Irvine, CA 92606

phone 714-795-5370 fax 714-978-7893  
[claconnect.com](http://claconnect.com)

May 8, 2026

Margaret Moggia  
Town of Discovery Bay  
1601 Discover Bay Boulevard  
Discovery Bay, California 94505

Dear Margaret,

As we previously discussed, due to the implementation of your new ERP system, we anticipate an increase in the number of audit hours required for this year's engagement. The transition to a new ERP often necessitates additional procedures to ensure that data migration and system controls are functioning as intended. In addition, the new chart of accounts will require the mapping of accounts for financial statements to be regrouped.

Consequently, we anticipate needing more audit work, resulting in higher audit fees. We estimate that the extra hours required will be between 30 and 40, leading to increased fees ranging from \$5,500 to \$6,500. A detailed breakdown of both the additional hours and costs will be included in our invoices. If you have any questions or would like to discuss these adjustments, please let us know.

Thank you for your continued partnership. We look forward to working with you to ensure a smooth audit process.

Sincerely,

**CliftonLarsonAllen LLP**

A handwritten signature in cursive script that reads "Daphnie Munoz".

Daphnie Munoz  
Principal  
714-795-5474  
[daphnie.munoz@claconnect.com](mailto:daphnie.munoz@claconnect.com)

# East County Water Management Association

Governing Board Meeting

May 14, 2026

10:00am – 12:00pm

***Diablo Water District – Corporation Yard Conference Room***

3990 Main St, Oakley, CA 94561

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- Welcome and Introductions – Dawn Morrow, ISD
  - Governing Board Members, Alternates, and Joint Managers
- Approval of Minutes
- ECWMA Purpose
  - Historical (June 26, 1997)
  - Current (May 18, 2023)
- Urban Water Management Plan Updates – All Water Agencies
  - Supply & Demand projections
- California Air Resource Board Advanced Clean Fleets
  - How are agencies complying?
  - Update on potential CARB rule modifications.
- Community Funded Projects – All
  - Updates/successes
- Grant opportunities – Katie Kelley
  - Prop 4
  - FEMA BRIC
- Future Governing Board meeting agenda items – All
- Legislative updates - All

*\*\*Light refreshments will be provided by the Association\*\**

## ECWMA Purpose

- a. Historical (June 26, 1997)
  - i. ECWMA is to facilitate continued communication, cooperation and education between member agencies regarding matters affecting the existing and potential water supplies of eastern Contra Costa County, and to consider and guide the implementation of the recommendations of the ECWMA's Phase II Study Report in order to provide long-term water supplies and treatment facilities in a cost effective, reliable, implementable, and cooperative manner while maintaining institutional independence and customer satisfaction.
  - ii. Also, when Integrated Regional Water Management Plans (IRWMP) were required for project grant funding, ECWMA was the approval agency for adding projects and adopting the IRWMP.
- b. Current (revised May 18, 2023)
  - i. ECWMA is a collaborative of government agencies responsible for all aspects of water management: drinking water supply and quality, wastewater, recycled water, flood control and stormwater, and watershed and habitat management. Based on a "One Water" approach, the collaborative explores common-interest initiatives, such as grants, legislative updates, regional solutions, and enhanced partnerships.

## East County Water Management Association

Governing Board Meeting

May 08, 2025

10:00am – 12:00pm

*Diablo Water District – Corporation Yard Conference Room*

3990 Main St, Oakley, CA 94561

### Attendees:

Dan Muelrath, Tony Oerlemans, Casey Wichert, John Samuelson, Sara Duckler, Ryan Hernandez, Antonio Martinez, Kimberly Lin, Jeff Quimby, Katie Kelley, Monica Wilson, Marilyn Tiernan, Jim Smith, Angela Lowrey, Dawn Morrow, Jean-Marc Petit, Dana Gemmell, Tyson Zimmerman, Brendan Havenar-Daughton, Shelby Plowman

### Minutes:

- Welcome and Introductions – Dawn Morrow, ISD
  - Governing Board Members, Alternates, and Joint Managers
- Approval of Minutes – ***Dawn Morrow moved to approve minutes, Monica Wilson seconded, all ayes, passed unanimously***
- Golden Mussel Update - CCWD – ***Jeff Quimby presented***
- Available water Discussion - BBID – ***Ed Pattison unable to attend, will be moved to next meeting***
- Carbon Reduction / Resiliency – ***Below Agencies shared their carbon reduction plans/projects:***
  - Carbon Neutrality - Diablo Water – ***Jim Smith presented***
  - Co-Gen – Delta Diablo
  - Ironhouse Sanitary – ***Tyson Zimmerman presented***
  - Solar Electrification of Fleets – County – ***Brendan Havenar-Daughton presented***
  - Solar and EV – TODB – ***not present***
  - EV Chargers at Corp Yard – Brentwood – ***Casey Wichert presented***
  - EV / Charger Master Plan – Antioch – ***not present***
  - In-pipe - CCWD –
- CARB Regulations – All
- Golden Mussel Update - CCWD
- Grants
  - Climate bond funding pots / applications – CCWD – ***Katie Kelley presented***
    - Helio-pads – Con Fire - CCWD
- Legislative updates - All

# **GRANT UPDATES**

**KATIE KELLEY, P.E.**  
**CONTRA COSTA WATER DISTRICT**  
**GRANTS SPECIALIST**

MAY 14, 2026

# PROPOSITION 4



Bond Category	Benefit	Identified or Potential Grant Program	Funding (M \$)	Funding Status
<b>Funding/Guidelines Available</b>				
Water/Flood	Water supply and water quality	State Revolving Funds (SWRCB)	\$610	Funding available through SRF
Extreme Heat	Urban greening	Urban Greening Grant Program (CNRA)	\$100	Concept proposal solicitation period currently open
<b>Draft Guidelines Released</b>				
Water/Flood	Dam safety	Dam Safety & Climate Resilience Local Assistance Program (DWR)	\$480	Draft guidelines released; solicitation likely July 2026
Agriculture	Invasive species	Invasive Species Control Grants (CDFA)	\$20	
Wildfire	Community fire preparedness and other purposes	Regional Forest and Fire Capacity Program (DOC)	\$185	Guidelines available through the State Coastal Conservancy
<b>Draft Guidelines for Near-Term Release</b>				
Water/Flood	Conservation, watershed resilience	“Early Action Implementation” (DWR)	( % of \$150)	Guidelines under development; solicitation Fall 2026
	Urban stormwater	Storm Water Grant Program (SWRCB)	\$110	
	Conveyance	Sustainable Groundwater (DWR)	\$17	
<b>Program/Guidelines Under Development</b>				
Water/Flood	Watershed resilience	“Planning +” (DWR)	(% of \$150)	Guidelines under development
	Conveyance	Not currently defined	\$58	Program and guidelines to be developed
Wildfire	Wildfire mitigation	Wildfire Mitigation Grant Program (Cal OES)	\$135	Guidelines to be developed

## FEMA BRIC FY 2024-2025 Solicitation

- Program reinstated March 2026
- \$757M for national competition
- Closes July 23, 2026
- Continued emphasis:
  - Cost effectiveness, building codes, current HMP, stand-alone mitigation solution
- New emphasis:
  - Construction readiness
- Cal OES is not accepting NOIs for new projects



## AGENDA

### A. CALL MEETING TO ORDER @ 5:30pm

1. Call to Order the Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda

### B. PUBLIC PARTICIPATION

1. Public Comment

### C. PRESENTATIONS AND STAFF REPORTS

1. TOY/CSEA Honoree Celebration
2. Teacher Residency Grant
3. Student Advocacy Trip at the State Capital 4/27/26  
*INTERESTING*
4. BTA Sunshining Contract
5. Math Adoption

### D. CONSENT AGENDA

1. Warrants and Checks
2. Personnel Report
3. Minutes Approval: April 9, 2026
4. MOU Far East Contra Costa County Teacher Residency Grant Program
5. Transportation Plan 2025-2026

6. Kyle Assessments LLC Contract

**E. ACTION**

- ~~1. Math Adoption~~
- ~~2. E-Rate Contract~~
- ~~3. Legal Counsel Contract with AALRR~~
- ~~4. Legal Counsel Contract with Kingsley Bogard LLP~~

**F. GOVERNING BOARD COMMUNICATIONS**

- 1. Comments from the Board Members *NOTHING OUTSTANDING*

**G. SUPERINTENDENT COMMUNICATIONS**

- ~~1. Update and Comments from the Superintendent~~

**H. UPCOMING EVENTS**

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

*USUAL VARIATIONS AND HOLIDAYS*

**I. FUTURE MEETINGS**

- 1. May 28, 2026 @ 6pm (start time later due to retiree celebration)
- 2. June 11, 2026 @ 5:30pm

**J. ADJOURN TO CLOSED SESSION**

- 1. Superintendent Evaluation Process (Ed Code 58500-58512)

**K. ADJOURNMENT**

## MAY 13, 2026 CONTRA COSTA LAFCO MEETING

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of April 8, 2026, LAFCO meeting minutes
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

### SPHERE OF INFLUENCES/CHANGES OF ORGANIZATION

- ~~5. *Dissolution of County Service Area R-9 (Continued from April 8, 2026, LAFCO meeting)*  
Receive staff report and consider setting a public hearing to dissolve CSA R-9~~
- ~~6. *LAFCO 25-06 – Annexation to City of Clayton – Clayton Estates – receive staff report and consider approving the annexation*~~

### BUSINESS ITEMS

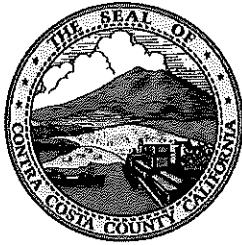
- ~~7. **Increases to LAFCO Employee Salary Ranges** – Consider increasing employee salary ranges  
*Continued from April 8, 2026, LAFCO meeting*~~
- ~~8. **FY 2025-26 – Budget Update** – Receive FY 2025-26 budget updates and provide comments~~
- ~~9. **Proposed FY 2026-27 Budget and Work Plan** – Receive proposed FY 2026-27 Budget and Work Plan and provide comments~~
- ~~10. **CALAFCO Updates, Events, and Legislation** – Receive CALAFCO updates and upcoming events and legislation and receive Commissioner comments~~

### INFORMATIONAL ITEMS

- ~~11. *Correspondence from CCCERA – informational*~~
- ~~12. *Current and Potential Applications – informational*~~
13. Commissioner Comments and Announcements
14. Staff Announcements/Newspaper Articles

### ADJOURNMENT

*DISCUSSED 2025 GENERAL LAND PLAN AND MEASURE A*  
Next regular LAFCO meeting is June 10, 2026, at 1:30 pm. LAFCO STAFF REPORTS AVAILABLE AT:  
[http://www.contracostalafco.org/meeting\\_archive.htm](http://www.contracostalafco.org/meeting_archive.htm)



# CONTRA COSTA COUNTY

## AGENDA

### Aviation Advisory Committee

Thursday, May 14, 2026

10:00 AM Byron Airport, 760 Osprey Court, Byron

<https://cccounty-us.zoom.us/j/81584763482>

Call In: (408) 961-3928 or Toll Free (855) 758-1310

Conference Code: 815-8476-3482

**The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in.**

Persons who wish to address the Aviation Advisory Committee 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 (408) 961-3928 followed by the access code 815 8476 3482#. 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. Those calling in should indicate they wish to speak by pushing “#2” on their phone.

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

For assistance in advance of the meeting with remote access contact Airports staff at (925) 608-8000 or email [airport.team@airport.cccounty.us](mailto:airport.team@airport.cccounty.us)

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

**1. Roll Call and Introductions**

1.a. Aviation Advisory Committee Attendance Roster

26-2042

Attachments: 2026 AAC Attendance Roster

**2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).**

3. Approval of the Aviation Advisory Committee's March 12, 2026, Meeting Minutes 26-2043

**Attachments:** DRAFT AAC Meeting Minutes 3-12-26

4. **Consider Consent Items:**

- 4.a. Accept relevant Staff Reports for March and April 2026 26-2044

**Attachments:** March 2026 Staff Reports  
April 2026 Staff Reports

- 4.b. Accept the Airport Noise and Statistics Report for February and March 2026 26-2045

**Attachments:** Noise Abatement Stats February 2026  
Noise Abatement Charts February 2026  
Operations February 2026  
Noise Abatement Stats March 2026  
Noise Abatement Charts March 2026  
Operations March 2026

5. **Presentation**

- 5.a. Patriots Jet Team and Foundation presented by Don Paiva 26-2046

**Attachments:** Patriots Team Foundation Presentation

*AWSOME*

6. **Action Items**

7. **Airport Business Tenants Forum**

8. **Discussion Items**

- 8.a. AAC Vacancy Update 26-2047

**Attachments:** AAC Vacancy Update

- 8.b. Airport Land Use Commission Vacancy - Director of Airports' Appointee 26-2048

**Attachments:** Airport Land Use Commission (ALUC) Vacancy - Director of Airports' Appointee

- 8.c. Unleaded Fuel Update and Marathon Community Benefits Agreements Application

- 8.d. Update on Sewer Project at CCR

- 8.e. Update on Crack Seal Project at CCR

- 8.f. Update on Fixed-Based Operator (FBO) Closure - Sterling Aviation

- 8.g. Construction Update from Concord Plaza Hotel 26-2049

**Attachments:** Concord Plaza Hotel Update

~~8.h.~~ Update on Hangar Inspections

~~8.i.~~ Department of Conservation & Development - Update on Urban Limit Line

26-2050

Attachments: 2026 Urban Limit Line Renewal

9. Potential Future Agenda Items

*VERY INTERESTING*

Adjourn

The next meeting is currently scheduled for July 9, 2026 at 10:00 a.m. at Buchanan Field Airport, 181 John Glenn Dr, Suite 100, Concord

The next Airport Committee meeting is currently scheduled for June 11, 2026, at 10:00 a.m. at Buchanan Field Airport, 181 John Glenn Dr, Suite 100, Concord

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 181 John Glenn Drive, Suite 100, Concord, CA, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). 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 committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Buchanan Field Airport at (925) 608-8000 or email: [airport.team@airport.eccounty.us](mailto:airport.team@airport.eccounty.us)