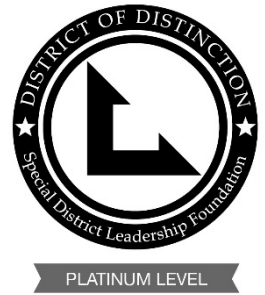




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, December 6, 2023, 4:30 P.M.**

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

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

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/82820740593>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 828 2074 0593

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

Finance Committee Members

Chair Ashley Porter
Vice-Chair Carolyn Graham

A. ROLL CALL

1. Call business meeting to order 4:30 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Committee 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 Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee 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 Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Finance DRAFT Meeting Minutes of August 2, 2023.
2. Approve Regular Finance DRAFT Meeting minutes of October 4, 2023.

D. PRESENTATIONS

1. Fiscal Year 2023 Financial Report.

E. DISCUSSION

1. Discussion and Possible Feedback Regarding the Capacity and Connection Accounting Report for Fiscal Year 2022-2023.
2. Discussion and Possible Feedback Regarding Creating an Assessment District.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Finance Committee meeting on February 7, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 2, 2023, 4:30 P.M.**

Finance Committee Members

Chair Ashley Porter
Vice-Chair Carolyn Graham

A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and all members were present.

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

1. The speaker asked where the new office building was listed in the budget.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Finance DRAFT Meeting minutes of June 7, 2023.

Vice-Chair Graham made a Motion to Approve the June 7, 2023 Draft Minutes.
Chair Porter seconded.
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

None.

E. UPDATES

1. Update on Rate Study Kick-Off.

Presented by General Manager Dina Breitstein.

- Contract with Lechowicz and Tseng has been signed.
- Rate study will begin in September.
- Will go through Prop. 218 process in May-June 2024.

2. Update on Finance Manager.

Presented by General Manager Dina Breitstein.

- New Finance Manager will start on August 14, 2023.
- Margaret Moggia comes with many years of experience in Government Finance.

F. DISCUSSION

None.

G. FUTURE DISCUSSION/AGENDA ITEMS

- Director Graham asked about status of grants for Parks and Recreation projects. Director Porter said that the Parks and Recreation Committee should address these issues before they are brought to the Finance Committee.
- Director Graham would like to know the status of grants that LSCE is working on for the District.

H. ADJOURNMENT

1. Adjourned at 4:42p.m. to the next Standing Finance Committee meeting on October 4, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



PLATINUM LEVEL

SDLF Platinum-Level of Governance

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**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 4, 2023, 4:30 P.M.**

Finance Committee Members

Chair Ashley Porter
Vice-Chair Carolyn Graham

A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and Chair Ashley Porter was absent.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Finance DRAFT Meeting minutes of August 2, 2023.

Unable to approve DRAFT Minutes due to lack of quorum.

D. UPDATES

1. Finance Update.

Presented by Finance Manager Margaret Moggia.

- Town financials for the last fiscal year are still being finalized.
- Staff has been working with the auditors to prepare for the annual audit.
- Semi-annual bond payments are due on December 1, 2023.
- First quarterly deposit of interest was received since joining California Class.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 4:38p.m. to the next Standing Finance Committee meeting on December 6, 2023, 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."

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Finance Committee December 6, 2023

Fiscal Year 2023 Financial Results
Fiscal Year 2024 Look Ahead





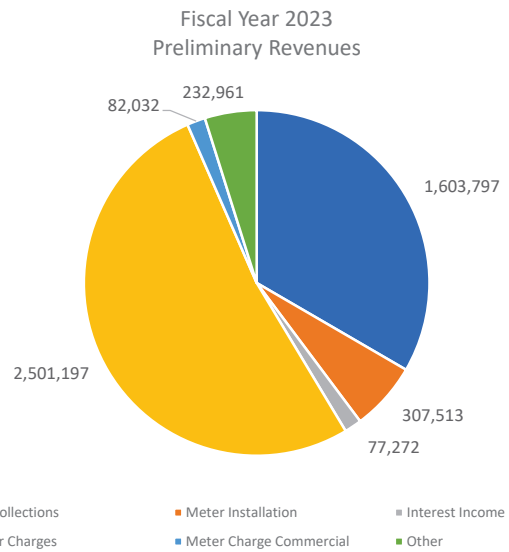
Preliminary Fiscal Year 2023 Results

	Fund 20 (Water)	Fund 21 (Wastewater)	Fund 40 (Zone 8)	Fund 41 (Zone 9)
Revenues	\$4,804,773	\$6,549,428	\$1,063,275	\$173,423
Expenses	\$4,779,183	\$6,129,243	\$852,075	\$139,764
Net Income (loss)	\$25,589	\$420,185	\$211,500	\$33,659



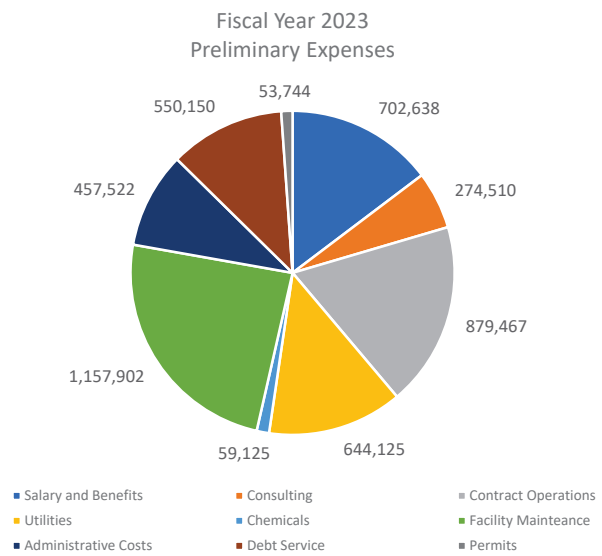
Preliminary Fiscal Year Results (Water)

	Preliminary Actual	Budget
SEC Collections	1,603,797	1,598,310
Meter Installation	307,513	335,218
Interest Income	77,272	-
Water Charges	2,501,197	2,901,000
Meter Charge Commercial	82,032	85,000
Other	232,961	51,500
Total Revenues	\$4,804,773	\$4,971,028



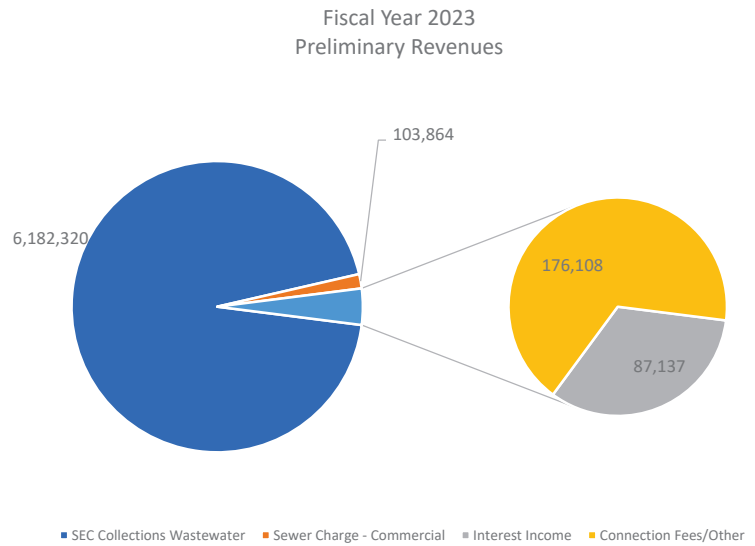
Preliminary Fiscal Year Results (Water)

	Preliminary Actual	Budget
Salary and Benefits	702,638	772,513
Consulting	274,510	295,700
Contract Operations	879,467	852,500
Utilities	644,125	587,424
Chemicals	59,125	50,000
Facility Maintenance	1,157,902	678,500
Administrative Costs	457,522	570,138
Debt Service	550,150	548,940
Permits	53,744	45,000
Total Expenses	\$4,779,183	\$4,400,715



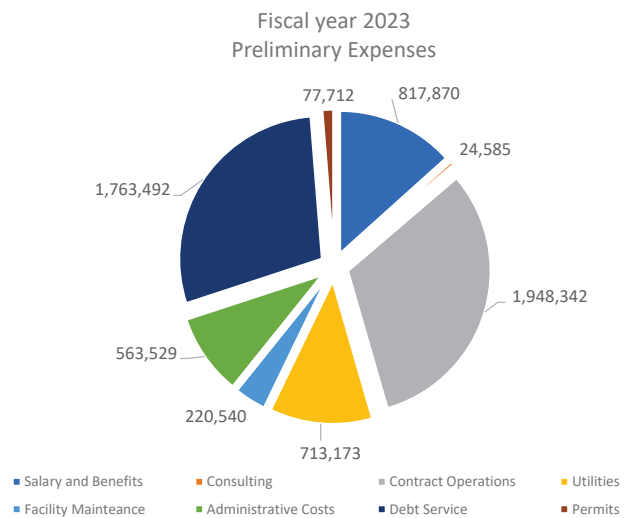
Preliminary Fiscal Year Results (Wastewater)

	Preliminary Actual	Budget
SEC Collections	6,182,320	6,134,148
Sewer Charge	103,864	157,000
Interest Income	87,137	0
Capacity Fees/Other	176,108	95,000
Total Revenues	\$6,549,428	\$6,386,148



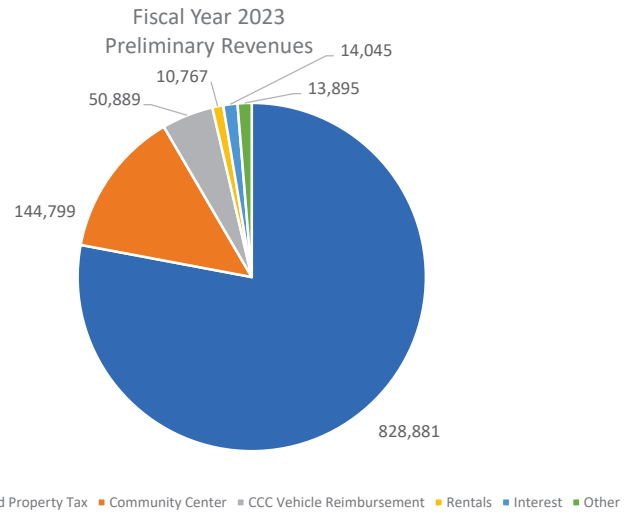
Preliminary Fiscal Year Results (Wastewater)

	Preliminary Actual	Budget
Salary and Benefits	817,870	996,208
Consulting	24,585	166,300
Contract Operations	1,948,342	1,319,000
Utilities	713,173	552,424
Facility Maintenance	220,540	115,500
Administrative Costs	563,529	612,812
Debt Service	1,763,492	1,848,491
Permits	77,712	125,000
Total Expenses	\$6,129,243	\$5,735,735



Preliminary Fiscal Year Results (Zone 8)

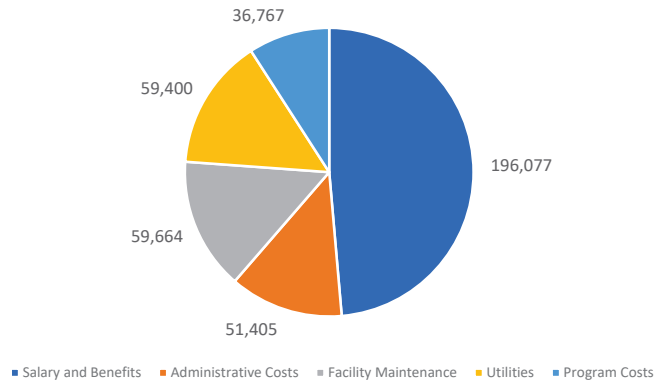
	Preliminary Actual	Budget
Property Tax	828,881	704,657
Community Center	144,799	48,500
County Reimburse	50,889	75,000
Rentals	10,767	39,000
Interest	14,045	-
Other	13,895	10,500
Total Revenues	\$1,063,275	\$877,657



Preliminary Fiscal Year Results (Zone 8)

Community Center	Preliminary Actual	Budget
Salary and Benefits	196,077	276,882
Facility Maintenance	59,664	43,060
Administrative Costs	51,405	49,855
Utilities	59,400	46,000
Program Costs	36,767	77,530
Total Expenses	\$403,313	\$495,327

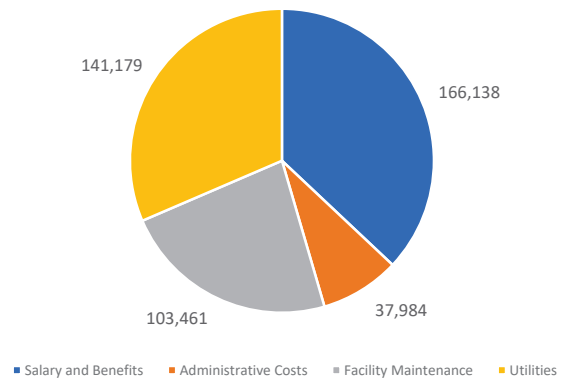
Fiscal Year 2023
Preliminary Expenses - Community Center



Preliminary Fiscal Year Results (Zone 8)

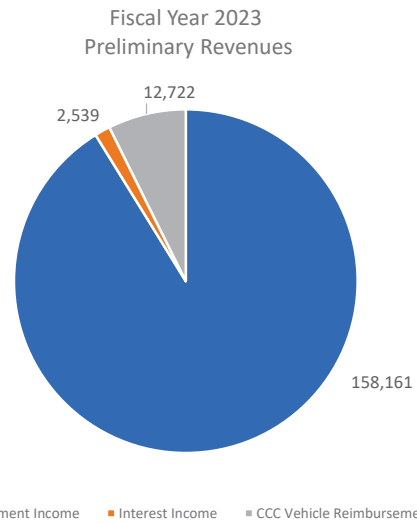
Landscape	Preliminary Actual	Budget
Salary and Benefits	166,138	171,000
Facility Maintenance	103,461	65,500
Administrative Costs	37,984	38,810
Utilities	141,179	149,840
Total Expenses	\$448,762	\$425,150

Fiscal Year 2023
Preliminary Expenses - Landscape



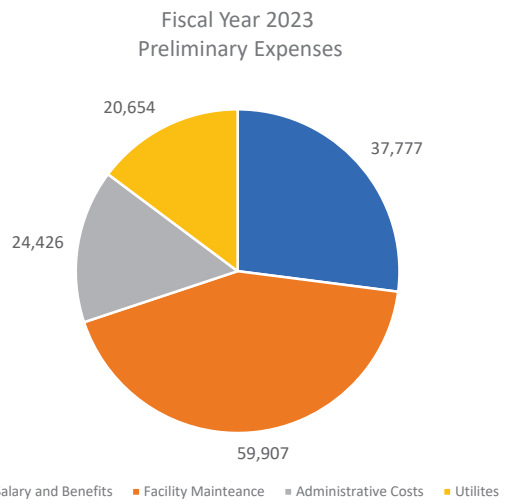
Preliminary Fiscal Year Results (Zone 9)

	Preliminary Actual	Budget
Assessment Income	158,161	153,647
Interest Income	2,539	-
County Reimburse	12,722	13,000
Total Revenues	\$173,423	\$166,647



Preliminary Fiscal Year Results (Zone 9)

	Preliminary Actual	Budget
Salary and Benefits	37,777	47,299
Facility Maintenance	59,907	30,000
Administrative Costs	21,426	526,700
Utilities	20,654	30,100
Total Expenses	\$139,764	\$134,099





FY 2023 Capital Project Spend

Water Projects

- Completed

- Edgeview – Approximately \$158K

- Ongoing

- Marina – Approx. \$14K
- Newport and Willow Filter Repair - \$214K
- Well 8 – Approx. \$163K (no bond funds expended through June 30, 2023)





FY 2023 Capital Project Spend

Wastewater Projects

- Completed

- None

- Ongoing

- Diffuser ~\$30K (Cumulative ~\$216K)
- Denitrification
 - Bond Fund ~ \$8.3 Million (cumulative \$9.9 Million)
 - District Funds ~\$75K (cumulative \$6.5 Million)





FY 2023 Capital Project Spend

Landscape Projects

- Completed

- None

- Ongoing

- Clipper Drive

- Parks \$251K
- Streetscape \$42K





Cash Balances/Reserves at June 30 (All Funds)

Bond Fund (restricted)	\$8.9M Million
Checking	\$3.8 Million
Money Market	\$18.2 Million



FY 2023 Debt Portfolio

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,850,000	\$16,650,000	\$11,156,000
All In Total Interest Cost %	3.9281%	4.1924%	3.6837%
Final Maturity	12/1/2047	12/1/2052	12/1/2042



Water Construction Proceeds - \$5.2M
Wastewater Construction Proceeds - \$3.7M



Fiscal Year 2024 Look Ahead

- Annual Audit: Fieldwork underway
- Prop 68 Grant Submission for Cornell Park
- Update Rate Study for Water rates
- Update of Financial Policies





Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date
December 6, 2023

Prepared By: Margaret Moggia, Finance Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Feedback Regarding the Capacity and Connection Accounting Report for Fiscal Year 2022-2023.

Recommended Action

Recommend approval of the Capacity and Connection Accounting Report for Fiscal Year 2022-2023 to the Board of Directors.

Executive Summary

Each year, the District is required to prepare a Capacity and Connection Accounting Report that shows fees collected during the fiscal year. The report is due within 180 days of the end of the fiscal year. The report identifies those charges deposited into the District’s Capacity and Connection Account, the total balance in the Account, how and when the charges were expended, and a description of all improvements completed or to be completed with the Capacity and Connection Account funds. As of June 30, 2023, the balance of the Capacity and Connection Account is \$ 2,054,453.07.

Water & Wastewater Account Balance June 30, 2021:	\$1,855,881.07
Water & Wastewater Capacity & Connection Fees Collected FY 21/22:	<u>\$ 198,572.00</u>
Water & Wastewater Account Balance June 30, 2022:	<u>\$2,054,453.07</u>

For FY 2022-2023, water capacity and connection fees in the amount of \$57,028.00 and wastewater capacity and connection fees in the amount of \$141,544.00 were collected. In addition, the District received \$4,620.00 in Administration and Inspection Fees.

Capacity and Connection Fees Received FY 2022-23

Customer	Admin/Inspection Fees	Water		Wastewater	
		Connection Fee - Water (20-31-6030)	Capacity Fee - Water (20-31-6045)	Connection Fee - Wastewater (21-31-6030)	Capacity Fee - Wastewater (21-31-6045)
N. Kokologiannakis	420	100	5,048	100	12,804
Pulte Home Company	1,680	800	20,192		51,216
Pulte Home Company	2,520	600	30,288	600	76,824
Total	\$ 4,620	\$ 1,500	\$ 55,528	\$ 700	\$ 140,844
Subtotal by Fund Connection & Capacity Fees			\$ 57,028		\$ 141,544
Grandtotal Connection & Capacity Fees					\$ 198,572

During FY 2022-2023, no funds were spent on capital expenditures. There are projects that will be moving forward in the future, which will require the expenditure of funds. The projects are included in the Town’s Five-Year Capital Improvement Program.

Fiscal Impact:

Amount Requested - None

Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

This is an annual action of the Board.

Attachments

None.

AGENDA ITEM: E1