



# TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING OF  
THE FY 2011-12 BUDGET REVIEW COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday May 4, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 4:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **Budget Committee Members**

**Mark Simon, Chair; Ray Tetreault, Vice Chair, Christeen Era; Michael McCleery; Gaylin Zeigler**

### **A. ROLL CALL**

1. Call business meeting to order at 4:00 P.M.

The public may address the Committee on any item that is described in the agenda. The public may comment on any item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium.

### **B. APPROVE MINUTES OF APRIL 20, 2011 BUDGET REVIEW COMMITTEE MEETING**

### **C. PRESENT PROPOSED PARKS AND LANDSCAPE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FY 2011-12 – Fairln Perez**

### **D. DISCUSSION OF LONG-TERM CAPITAL NEEDS – GREGORY HARRIS, HERWIT ENGINEERING**

### **E. REVIEW CURRENT WATER AND WASTEWATER RATE TABLES AND COMPARISON TO THE TOWN OF DISCOVERY BAY CSD**

### **F. ADJOURNMENT**

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"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD 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 CSD

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**MINUTES OF THE REGULAR MEETING OF  
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OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday April 20, 2011  
1800 Willow Lake Road, Discovery Bay, California  
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## **Budget Committee Members**

**Mark Simon, Chair; Ray Tetreault, Vice Chair, Christeen Era; Michael McCleery; Gaylin Zeigler**

### **A. ROLL CALL**

The meeting was called to order at 4:00 P.M. by Chair Simon. Committee Member McCleery was absent.

### **PUBLIC COMMENTS**

There were no public comments.

### **B. APPROVE MINUTES OF APRIL 13, 2011 BUDGET REVIEW COMMITTEE MEETING**

Motion made by – Committee Member Tetreault to approve the minutes and seconded by Member Zeigler.  
Motion carried by the following vote: AYES: 4, NOES: 0.

### **C. BUDGET CALENDAR**

The FY 2011-12 Budget Calendar was presented to the Committee. General Manager Howard explained the Calendar and its importance in achieving an adopted budget prior to the statutory deadline of July 1st.

### **D. PRESENT THE DISTRICTS PROPOSED FEE SCHEDULE**

General Manager Howard presented the proposed Fee Schedule for discussion and potential future Board adoption. Mr. Howard explained that as of this time, the District does not have fees to charge for returned checks, turn-off/on for lack of payments, and other various charges that are industry standard. The Committee requested a section be added to reflect "Large Users." The Committee unanimously recommended that the fee schedule be presented to the Board for an implementation date of July 1, 2011.

### **E. PRESENT DRAFT OPERATING AND CAPITAL IMPROVEMENT PROJECT BUDGETS FOR FY 2011-12**

General Manager Howard and Financial Services staff Liz Hardy presented the proposed FY 2011-12 Fiscal Year Revenues, Operating and Capital Improvement Program Budgets for the Committee's review.

The Committee had a lengthy discussion on the proposed budget. The committee requested additional information on Revenue Object Code 9200 and its corresponding expenditure code and relative accuracy; and Revenue Object Code 9181 and its accuracy. Staff agreed to review those figures and report back at the next meeting.

Discovery Bay Resident Jeff Barber commented on the need for an overall work plan, not just a budget. Mr. Barber also recommended an "Estimated Actuals" column be included in the proposed budgets.

F. **SET COMMITTEE CALENDAR**

The Committee set their future meeting calendar as follows:

Wednesday May 4, 2011 and Wednesday May 11, 2011 at 4:00 p.m.

G. **ADJOURNMENT**

The meeting was adjourned at 5:45 p.m.

DRAFT