



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE SPECIAL MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, March 5, 2025, 10:00A.M.**

Finance Committee Members

Kevin Graves

Ashley Porter

A. ROLL CALL

1. Called business meeting to order 10:03A.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)
None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Finance DRAFT Meeting Minutes of December 4, 2024.

Chair Porter made a Motion to Approve the December 4, 2024 Draft Meeting Minutes.

Vice-chair Graves seconded.

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

D. PRESENTATIONS

1. Bi-Monthly Financial Report.

Presented by Finance Manager Margaret Moggia.

- Water
 - Revenues exceeded budget due to higher water charges and developer payments for connection fees.
 - Expenses exceeded budget due to high utility charges, facility/system maintenance fees and administrative costs.
- Wastewater
 - Revenues exceeded budget due to fixed charges, sewer charges and capacity fees being higher than budget amount.
 - Expenses were lower than budget due to lower salary, consulting, contract operations and facility maintenance costs.
- Zone 8
 - Revenues exceeded budget due to county reimbursements, community center fees and interest income.
- Community Center Expenses
 - Expenses were lower than budgeted due to savings on salary and benefits, facility maintenance, and program costs.
- Landscape Expenses
 - Expenses were roughly equal to budget amount.

- Zone 9
 - Assessment income was slightly higher than budgeted amount.
 - Expenses are lower than budget due to lower salary and benefits, facility maintenance, and administrative costs.
- FY 2025 Capital Projects
 - Administrative building: \$167,225.
 - Willow Filter Repair: \$1,780,176.
 - Well 8: \$1,493,356.
 - Marina Underwater Crossing: \$211,765.
 - Cathodic Protection: \$21,852.
 - Solar Project: \$55,050.
- FY 2025 Debt Portfolio
 - Current debt outstanding:
 - 2017 Bond: \$7,425,000.
 - 2022 Bond: \$16,135,000.
 - 2022B Bond: \$10,362,000.
- Upcoming FY 2025 Finance Activities
 - State Reporting.
 - Classification and Compensation Study.
 - Rate Study.
 - Financial Software Implementation.

E. UPDATES

None.

F. DISCUSSION

1. Discussion Regarding Establishing Chair and Vice-Chair.

- Ashley Porter will be Chair and Kevin Graves will be Vice-Chair. Designations will change in 2026.

2. Discussion and Possible Feedback on Rate Study and Proposition 218 Process Schedule.

Presented by Alison Lechowicz, Project Manager for Lechowicz and Tseng.

- Last Rate Study was done in 2020.
- Costs have increased significantly since 2020 due to Covid.
- Governing statute is Proposition 218.
- Rates must be fair and reasonable, based on actual costs for providing service, and based on how customers receive service.
- Rates cover a 5-year period.
- Procedural requirements: conduct a rate study, mail a notice to property owners/tenants, hold a hearing a minimum of 45 days later, protest vote.
- New rates go into effect July 1 of each year.
- Meter replacement fee will drop off of monthly water bills in 2027.
- Average water bill (13ccf) estimated to go from \$56.52 in FY 2024-2025 to \$68.74 in FY 2025/2026.
- Average sewer bill estimated to go from \$88.46 in FY 2024-2025 to \$93.77 in FY 2025/2026.
- Present the Rate Study Report to the Board on April 2, 2025.
- Public Hearing is planned for June 18, 2025.
- If approved, rates will go into effect July 1, 2025.

Committee agrees to bring it forward to the Board of Directors.

3. Discussion and Possible Feedback Regarding Hoffman Fund Expenditures.

Presented by Finance Manager Margaret Moggia.

- The Town of Discovery Bay received \$1.3 million from the Hoffman Estate to be used for various Capital Improvement Projects, including enhancements for the Town's parks, community center, and landscaping.
- November 2021: Synthetic Turf \$39,750.
- July 2022-May 2023: Clipper Drive Landscape \$370,000.
- September 2022: Patio Project at Community Center: \$78,400.
- December 2024: Zone 8 Landscape: \$394,404.
- Future Projects committed: \$882,554.
- Available funds as of February 2025: \$487,868.

Committee would like to keep at least \$250,000 in reserve in the Hoffman Fund.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 11:53a.m to the next Standing Finance Committee meeting on April 2, 2025, at the Community Center located at 1601 Discovery Bay Boulevard.