



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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 6, 2025, 4:30p.m.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 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/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 Kevin Graves

A. ROLL CALL

1. Call business meeting to order 4:30p.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 Finance DRAFT Meeting Minutes of June 4, 2025.

D. PRESENTATIONS

1. Fiscal Year 2024-2025 Audit.
2. Bi-Monthly Financial Report.

E. UPDATES

F. DISCUSSION

1. Discussion and Possible Feedback to Approve the Capacity and Connection Accounting Report for Fiscal Year 2024-2025.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Finance Committee meeting on October 1, 2025, at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

"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



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

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

Finance Committee Members

Chair Ashley Porter

Vice-Chair Kevin Graves

A. ROLL CALL

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

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Finance DRAFT Meeting Minutes of April 2, 2025.

Vice Chair Graves made a Motion to Approve the April 2, 2025 Draft Meeting Minutes.

Chair Porter 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 capacity and connection fees.
 - Expenses exceeded budget due to high utility charges, system maintenance fees and administrative costs.
- Wastewater
 - Revenues exceeded budget due to sewer charges and capacity fees being higher than budget amount.
 - Expenses were below budget due to lower salary and benefits and system maintenance.
- Zone 8
 - Revenues exceeded budget due to community center fees.
- Community Center Expenses
 - Expenses were lower than budgeted due to savings on salary and benefits, facility maintenance, and program costs.
- Landscape Expenses
 - Expenses were lower than budget due to lower salary and benefits.

- Zone 9
 - Assessment income was slightly higher than budgeted amount.
 - Expenses are lower than budget due to lower salary and benefits, facility maintenance, administrative costs and utilities.
- FY 2025 Capital Projects
 - Administrative building: \$191,053.
 - Willow Filter Repair: \$1,886,161.
 - Well 8: \$2,423,000.
 - Marina Underwater Crossing: \$446,917.
 - Cathodic Protection: \$23,705.
 - Solar Project: \$55,050.
 - Village Lift Station: \$4,560.
 - Wilde Drive: \$70,757.
 - Clipper Drive: \$69,463.
 - Pool heaters: \$18,670.
- FY 2025 Debt Portfolio
 - Current debt outstanding:
 - 2017 Bond: \$7,425,000.
 - 2022 Bond: \$16,135,000.
 - 2022B Bond: \$10,362,000.
- Completed FY 2025 Finance Activities
 - Finalized Rate Study Report and Initiated Prop 218
 - Presented Draft Fiscal Year 2025-2026 Budget
- Upcoming FY 2025 Finance Activities
 - Compliance with AB2561
 - Board's Approval of Fiscal Year 2025-2026 Budget and Rate Study
 - Classification and Compensation Study
 - Financial Software Implementation

E. UPDATES

None.

F. DISCUSSION

1. Discussion and Possible Feedback to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2025-2026.

- Committee has reviewed Budget extensively at prior meetings.

Committee recommends bringing item to Board of Directors Meeting.

2. Discussion and Possible Feedback to Adopt Resolution No. 2025-04 - Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2025-2026 and Set Public Hearing.

Presented by Finance Manager Margaret Moggia.

- This is an annual item.

Committee recommends bringing item to Board of Directors Meeting.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 4:56p.m. to the next Standing Finance Committee meeting on August 6, 2025, at the Community Center located at 1601 Discovery Bay Boulevard.



We'll get you there.

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Town of Discovery Bay Community Services District

Fiscal Year 2024-2025 Audit

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

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Scope of Services

- Audit of the annual financial statements for the year ended June 30, 2025, in accordance with Generally Accepted U.S. and Governmental Auditing Standards
- Preparation of SCO report



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New GASB Standards

- GASB 101 – compensated absences
- GASB 102 – certain risk disclosures on concentrations and constraints



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Auditors' Responsibilities

- Express an opinion on the financial statements
- Audit designed for reasonable assurance not absolute assurance
- Consideration of internal control for financial statement audit
- Communicate significant matters related to financial statement audit



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Management's Responsibilities

- Preparation of financial statements
- Design and adhere to internal controls
- Provide information for the audit including written representation at the conclusion of the audit



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Planned scope and timing of audit

- Audit includes examining on a test basis, evidence supporting the amounts and disclosure in the financial statement; therefore, our audit will involve judgement about the number of transactions to be examined and areas to be tested
- Timing of work
 - Interim Fieldwork - May
 - Final Fieldwork – August
 - Report Issuance - November



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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

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Finance Committee Meeting August 6, 2025

Financial Results through June 2025 (unaudited)

Fiscal Year 2025 Finance Activities



Fiscal Year 2025 Financial Results (through June 30)

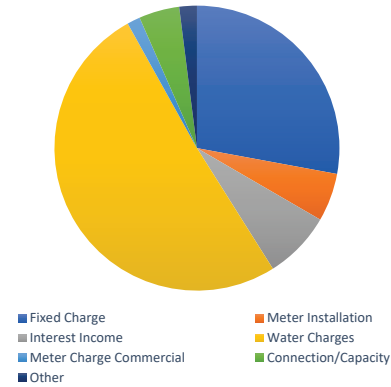
	Fund 20 (Water)	Fund 21 (Wastewater)	Fund 40 (Zone 8)	Fund 41 (Zone 9)
Revenues	\$5,073,493	\$7,891,645	\$1,332,362	\$202,783
Expenses	\$5,779,673	\$6,247,660	\$1,001,238	\$108,968
Net Income (loss)	\$373,767	\$1,643,985	\$333,124	\$93,815



Fiscal Year 2025 Financial Results (Water)

	Actual	Budget
Fixed Charge	1,717,193	1,758,100
Meter Installation	335,377	336,000
Interest Income	473,122	425,000
Water Charges	3,130,191	2,901,000
Meter Charge Commercial	90,954	90,000
Capacity Fees	283,140	0
Other	122,863	45,000
Total Revenues	\$6,153,440	\$5,555,000

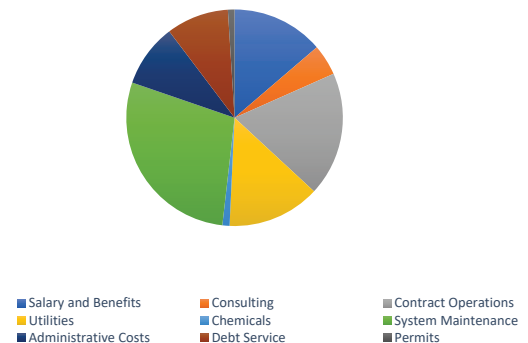
Fiscal Year 2025 - Through June 2025
Revenues



Fiscal Year 2025 Financial Results (Water)

	Actual	Budget
Salary and Benefits	792,991	1,186,107
Consulting	267,391	485,000
Contract Operations	1,071,764	1,026,000
Utilities	800,347	652,000
Chemicals	61,789	100,000
System Maintenance	1,644,991	869,000
Administrative Costs	544,792	512,000
Debt Service	538,364	539,912
Permits	57,243	50,000
Total Expenses	5,779,673	5,420,019

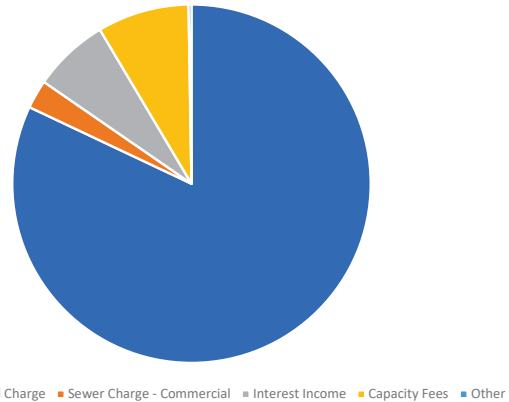
Fiscal Year 2025 - Through June 2025
Expenses



Fiscal Year 2025 Financial Results (Wastewater)

	Actual	Budget
Fixed Charge	6,472,872	6,486,500
Sewer Charge	204,201	120,000
Interest Income	540,888	400,000
Capacity Fees	653,004	0
Other	20,681	22,000
Total Revenues	\$7,891,645	\$7,028,500

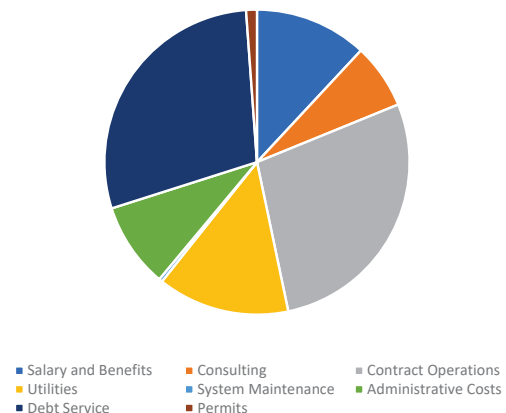
Fiscal Year 2025 - Through June 2025
Revenues



Fiscal Year 2025 Financial Results (Wastewater)

	Actual	Budget
Salary and Benefits	745,472	872,808
Consulting	431,415	230,000
Contract Operations	1,741,295	1,845,000
Utilities	874,561	798,000
System Maintenance	22,799	90,000
Administrative Costs	563,892	520,700
Debt Service	1,796,597	1,799,908
Permits	71,631	125,000
Total Expenses	\$6,247,660	\$6,281,416

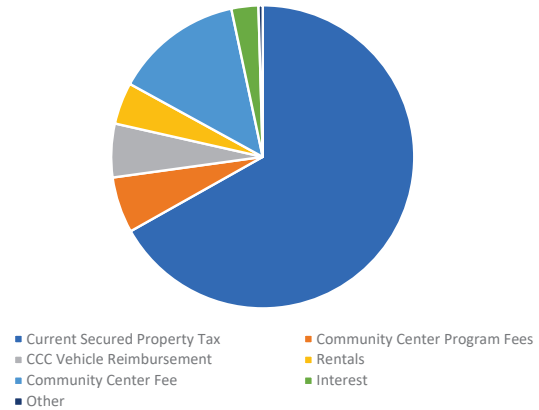
Fiscal Year 2025 - Through June 2025
Expenses



Fiscal Year 2025 Financial Results (Zone 8)

	Actual	Budget
Property Tax	890,529	851,281
Community Center	79,686	79,000
County Reimburse	76,169	67,000
Rentals	59,371	40,000
Community Center Fee	182,245	0
Interest	38,347	75,000
Other	6,015	24,000
Total Revenues	\$1,332,362	\$1,136,281

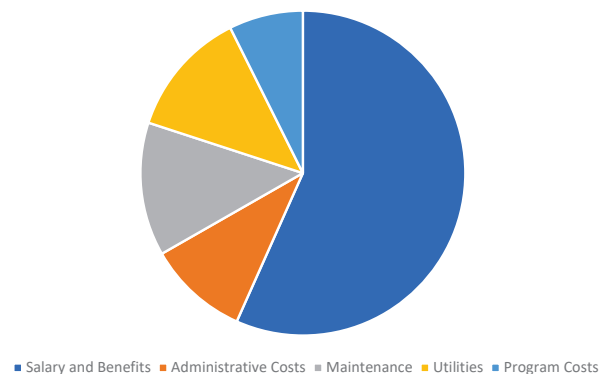
Fiscal Year 2025 - Through June 2025
Revenues



Fiscal Year 2025 Financial Results (Zone 8)

Community Center	Actual	Budget
Salary and Benefits	260,699	359,792
Administrative Costs	46,264	51,000
Maintenance	61,120	63,000
Utilities	57,966	59,000
Program Costs	33,924	54,000
Total Expenses	\$459,973	\$586,792

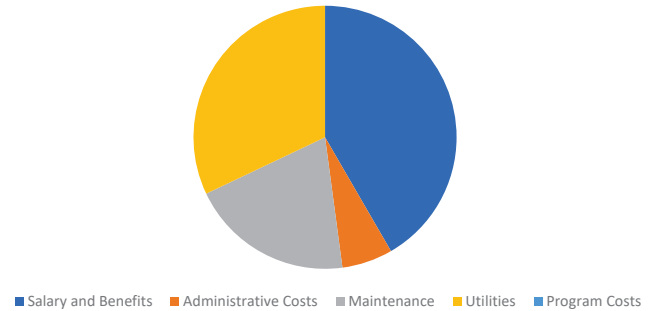
Fiscal Year 2025 - Through June 2025
Expenses - Community Center



Fiscal Year 2025 Financial Results (Zone 8)

Landscape	Actual	Budget
Salary and Benefits	225,403	235,694
Administrative Costs	33,784	39,300
Maintenance	108,596	82,000
Utilities	173,482	150,000
Total Expenses	\$541,265	\$506,994

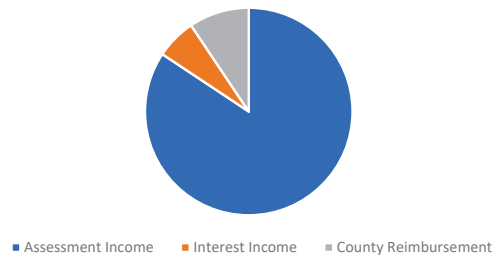
Fiscal Year 2025 - Through June 2025
Expenses - Landscape



Fiscal Year 2025 Financial Results (Zone 9)

	Actual	Budget
Assessment Income	170,999	170,999
Interest Income	12,742	10,000
County Reimburse	19,042	17,000
Total Revenues	\$202,783	\$197,999

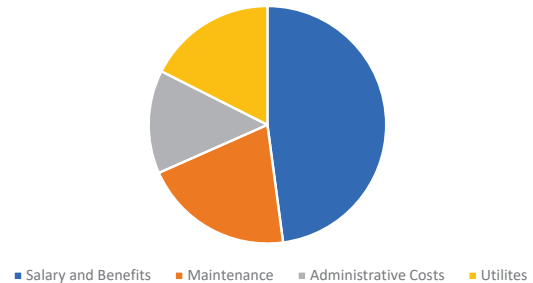
Fiscal Year 2025 - Through June 2025
Revenues



Fiscal Year 2025 Financial Results (Zone 9)

	Actual	Budget
Salary and Benefits	52,184	65,210
Facility Maintenance	22,319	64,500
Administrative Costs	15,334	25,800
Utilities	19,132	25,200
Total Expenses	\$108,968	\$180,710

Fiscal Year 2025 - Through June 2025
Expenses



FY 2025 Capital Projects

Administration Building

Mobile Modular Building \$ 223,653

Water Capital Improvement Projects

Willow Filter Repair (completed) \$1,916,489
 Well 8 \$3,236,514
 Marina Underwater Crossing \$ 449,356
 Cathodic Protection \$ 29,690
 Solar Project \$ 120,668
 Sand Point Underwater Crossing \$ 8,589



FY 2025 Capital Projects

Waste Water Capital Improvement Projects

Village Lift Station \$381,868

Landscape Projects (completed)

Wilde Drive (Zone 9) \$ 70,757

Clipper Drive \$ 69,463

Zone 8 Landscape Medians \$394,404

Community Center / Parks (completed)

Pool Heaters \$ 18,670

Cornell Park Play Structure \$206,476

Ravenswood Park Splashpad \$200,662



FY 2025 Debt Portfolio

December 1 - Principal and Interest Payment

June 1 – Interest Payment

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,425,000	\$16,135,000	\$10,362,000
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 - \$3.2M
Wastewater Construction Proceeds - \$0M



Fiscal Year 2025 Finance Activities

Completed This Period

- Board adopted 2025 Rate Study Report
- Adopted Fiscal Year 2025-2026 Budget

Upcoming/In Progress

- Annual Audit
- Classification and Compensation Study
- Financial Software Implementation





Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve the Capacity and Connection Accounting Report for Fiscal Year 2024-2025.

Meeting Date: August 6, 2025

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve the Capacity and Connection Accounting Report for Fiscal Year 2024-2025.

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, 2025, the balance of the Capacity and Connection Account as follows

	Water	Wastewater	Total
Balance as of June 30, 2024	\$2,087,941.07	\$489,952.00	\$2,577,893.07
Capacity Fees	267,544.00	653,004.00	920,548.00
Connection Fees	5,300.00	5,100.00	10,400.00
Balance as of June 30, 2025	\$2,360,785.07	\$1,148,056.00	\$3,508,841.07
FY 2024-2025 Utilized Fund	0	0	0
Balance as of June 30, 2025	\$2,360,785.07	\$1,148,056.00	\$3,508,841.07

For FY 2024-2025, water capacity and connection fees in the amount of \$272,844.00 and wastewater capacity and connection fees in the amount of \$658,104.00 were collected. In addition, the District received \$21,940.00 in Administration and Inspection Fees.

Capacity and Connection Fees Received FY 2024-25

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)
Century Comm 1/7/25	2,520	600	30,288	600	76,824
Century Comm 1/28/25	1,680	400	20,192	400	51,216
Century Comm 3/12/25	3,360	800	40,384	800	102,432
Century Comm 4/7/25	3,360	800	40,384	800	102,432
Century Comm 4/30/25	3,360	800	40,384	800	102,432
Century Comm 6/25/25	2,940	700	35,336	700	89,628
Pulte 7/18/24	1,680	400	20,192	400	51,216
Pulte 7/25/24	840	200	10,096	200	25,608
Pulte 8/22/24	420	100	5,048	100	12,804
Pulte 11/14/24	420	200	10,096		
Pulte 4/29/25	840	200	10,096	200	25,608
Pulte 5/1/25	260	100	5,048		
Edward Allen 5/13/25	260			100	12,804
Total	\$ 21,940	\$ 5,300	\$ 267,544	\$ 5,100	\$ 653,004
Subtotal by Fund Connection & Capacity Fees		\$ 272,844		\$ 658,104	
Grand Total Connection & Capacity Fees					\$ 930,948

During FY 2024-2025, no funds were spent on capital expenditures. There are projects in the Town's Five-Year Capital Improvement Program which will require the expenditure of these funds.

FISCAL IMPACT:

Funds have been designated within the Water and Wastewater funds in the amount of \$2,360,785.07 and \$1,148,056.00, respectively.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

None.