



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 3, 2024 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 Carolyn Graham
Vice-Chair Ashley Porter

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 Special Finance DRAFT Meeting Minutes of February 21, 2023.

D. PRESENTATIONS

1. Town Overlay Assessment/Town HOA.
2. Fiscal Year 2024 Financial Results Through February 2024.

E. UPDATES

F. DISCUSSION

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Finance Committee meeting on June 5, 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 – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE SPECIAL MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 21, 2024 4:30 P.M.**

Finance Committee Members

Chair Carolyn Graham
Vice-Chair Ashley Porter

A. ROLL CALL

1. Call business meeting to order 4:30 p.m.
2. Roll Call was taken, and all members were present including Director Porter who joined the meeting remotely due to a medical emergency.

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 December 6, 2023.

Vice-Chair Porter made a Motion to Approve the December 6, 2023 Draft Meeting Minutes.
Chair Graham seconded.

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

D. UPDATES

1. Update Regarding Potential Assessment District, Community Facilities District, or Homeowner's Association.

Presented by Assistant General Manager Allan Cantando.

- There would be a \$2500 fee for consultants Harris and Associates to present at a future meeting.
- Assessments are passed by a protest vote 50% + 1 vote.
- Any new assessment would be in addition to existing assessments in Discovery Bay. No assessments would be removed.
- Chair Graham asked if other vendors could be utilized for the study at a lower rate.
- Vice-Chair Porter asked if there were other ways to acquire money for landscaping without the use of assessments.
- Committee requested that Staff get quotes from other vendors for presentations and reports.

E. DISCUSSION

1. Discussion and Possible Feedback Regarding Water and Wastewater Rate Study.

Presented by Alison Lechowicz of Lechowicz and Tseng.

- Water & Sewer Rates are subject to Proposition 218.
- Covers rates over a maximum of 5-year period.

- Last rate study was done in 2020.
- New rates would be effective July 1, 2024.
- Lechowicz and Tseng would conduct the rate study as well mail a notice to property owners/tenants.

2. Discussion and Possible Feedback to Adopt a New Commercial Card Program.

Presented by Finance Manager Margaret Moggia.

- Umpqua Bank offers a Commercial Card Program.
- Umpqua Bank is a CSDA affiliated company.
- Umpqua Bank offers a virtual card option.
- Multiple vendors could be moved to a credit card payment to maximize revenue share.

Committee recommends moving item forward to the entire Board of Directors.


Chair Graham asked Finance Manager Margaret to update the committee on status of potential landscape funding as well as budgeting for a multi-year approach.

F. FUTURE DISCUSSION/AGENDA ITEMS

None.

G. ADJOURNMENT

1. Adjourned at 5:17p.m. to the next Standing Finance Committee meeting on April 3, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.



Finance Meeting April 3, 2024

Fiscal Year 2024 Financial Results through February 2024

Fiscal Year 2024 Finance Activities



Fiscal Year 2024 Financial Results (through February 29)

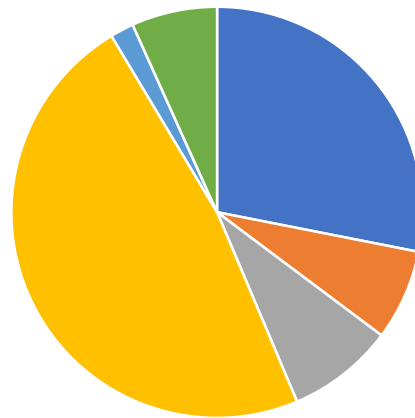
	Fund 20 (Water)	Fund 21 (Wastewater)	Fund 40 (Zone 8)	Fund 41 (Zone 9)
Revenues	\$3,193,765	\$4,100,814	\$653,700	\$109,027
Expenses	\$2,516,373	\$4,068,227	\$531,756	\$78,435
Net Income (loss)	\$677,392	\$32,588	\$121,944	\$30,592



Fiscal Year 2024 Financial Results (Water)

	Actual	Budget
SEC Collections	897,311	1,084,698
Meter Installation	227,741	223,479
Interest Income	268,198	91,667
Water Charges	1,526,417	1,934,000
Meter Charge Commercial	59,333	56,667
Other	214,765	39,067
Total Revenues	\$3,193,765	\$3,429,577

Fiscal Year 2024 - Through February 2024 Revenues



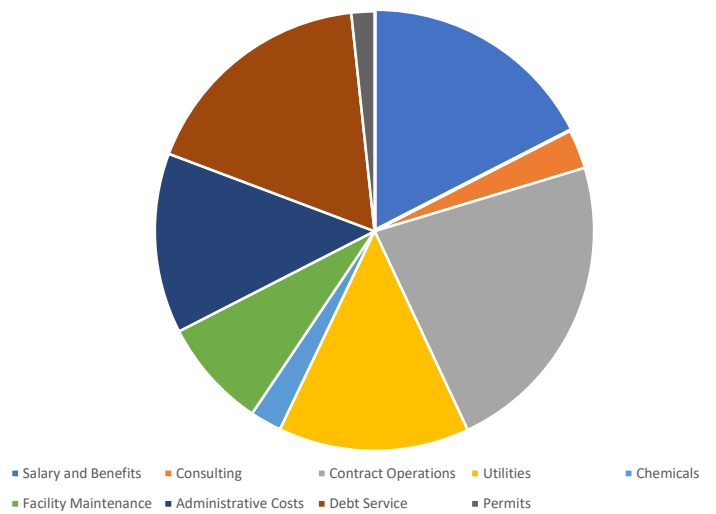
■ SEC Collections ■ Meter Installation ■ Interest Income ■ Water Charges ■ Meter Charge Commercial ■ Other



Fiscal Year 2024 Financial Results (Water)

	Actual	Budget
Salary and Benefits	439,446	580,223
Consulting	72,548	226,083
Contract Operations	570,847	563,333
Utilities	354,044	427,175
Chemicals	57,997	80,000
Facility Maintenance	202,353	659,667
Administrative Costs	334,193	413,587
Debt Service	442,345	441,482
Permits	42,601	33,333
Total Expenses	\$2,516,373	\$3,424,882

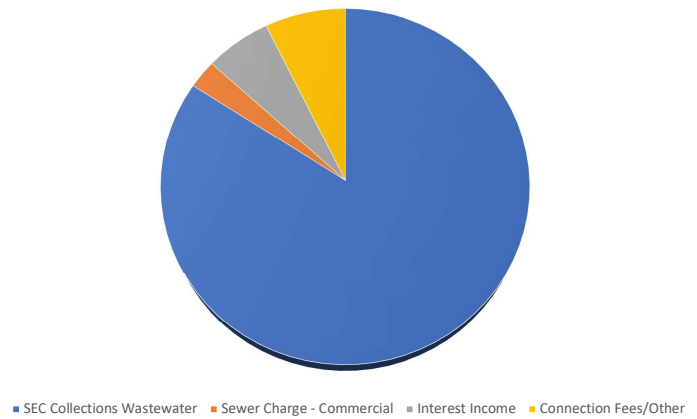
Fiscal Year 2024 - Through February 2024 Expenses



Fiscal Year 2024 Financial Results (Wastewater)

	Actual	Budget
SEC Collections	3,450,624	4,152,415
Sewer Charge	106,836	104,657
Interest Income	244,560	165,000
Capacity Fees/Other	298,795	23,067
Total Revenues	\$4,100,814	\$4,445,148

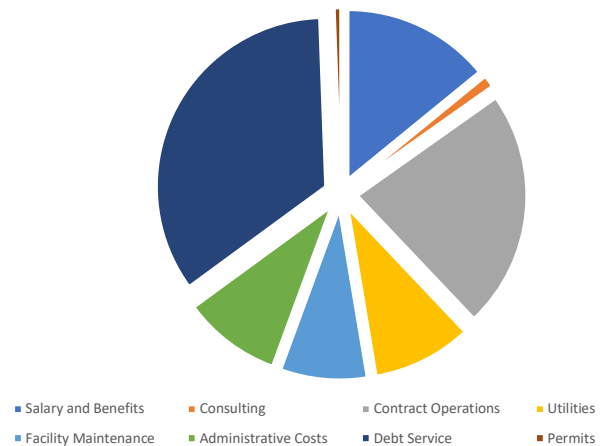
Fiscal Year 2024 - Through February 2024
Revenues



Fiscal Year 2024 Financial Results (Wastewater)

	Actual	Budget
Salary and Benefits	573,543	674,251
Consulting	44,731	198,867
Contract Operations	924,396	967,333
Utilities	384,010	475,025
Facility Maintenance	335,673	63,333
Administrative Costs	380,364	439,167
Debt Service	1,402,090	1,400,067
Permits	23,419	83,333
Total Expenses	\$4,068,227	\$4,301,376

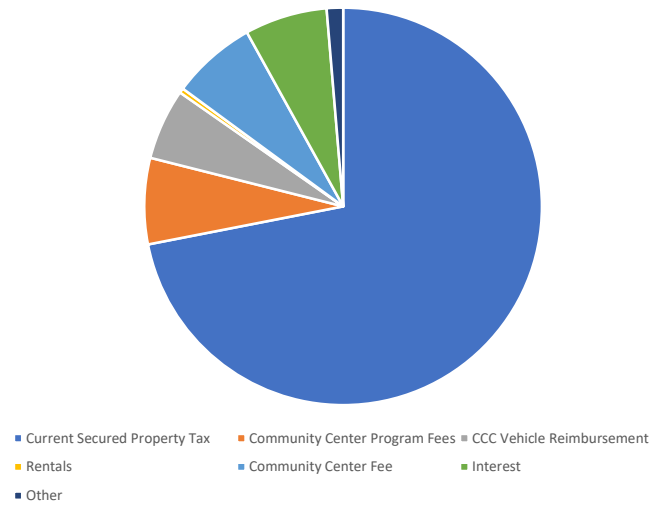
Fiscal Year 2024 - Through February 2024 Expenses



Fiscal Year 2024 Financial Results (Zone 8)

	Actual	Budget
Property Tax	470,293	546,873
Community Center	45,727	36,000
County Reimburse	37,691	40,000
Rentals	2,500	26,000
Community Center Fee	45,000	-
Interest	43,802	-
Other	8,686	16,333
Total Revenues	\$653,700	\$665,207

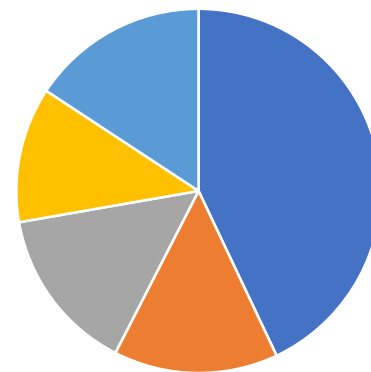
Fiscal Year 2024 - Through February 2024
Revenues



Fiscal Year 2024 Financial Results (Zone 8)

Community Center	Actual	Budget
Salary and Benefits	117,288	201,933
Administrative Costs	39,875	34,193
Facility Maintenance	40,048	39,533
Utilities	32,826	33,667
Program Costs	42,977	41,500
Total Expenses	\$273,014	\$350,826

Fiscal Year 2024 - Through February 2024
Expenses - Community Center



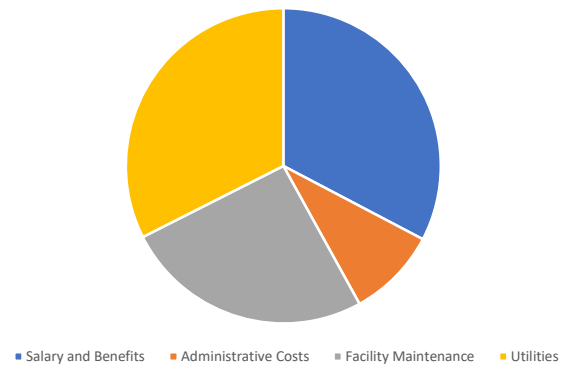
■ Salary and Benefits ■ Administrative Costs ■ Facility Maintenance ■ Utilities ■ Program Costs



Fiscal Year 2024 Financial Results (Zone 8)

Landscape	Actual	Budget
Salary and Benefits	84,593	100,586
Administrative Costs	23,956	30,496
Facility Maintenance	66,210	55,600
Utilities	83,982	100,000
Total Expenses	\$258,742	\$286,682

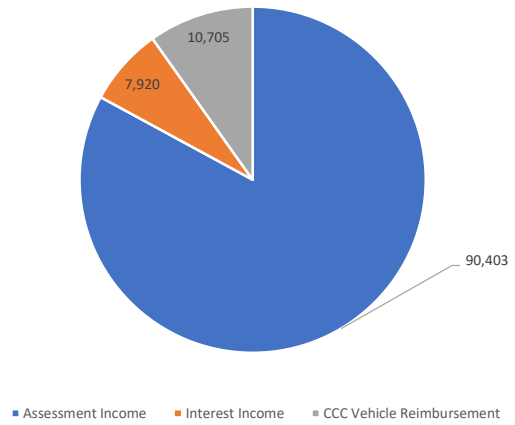
Fiscal Year 2024 - Through February 2024
Expenses - Landscape



Fiscal Year 2024 Financial Results (Zone 9)

	Actual	Budget
Assessment Income	90,403	104,480
Interest Income	7,920	2,800
County Reimburse	10,705	8,667
Total Revenues	\$109,027	\$115,947

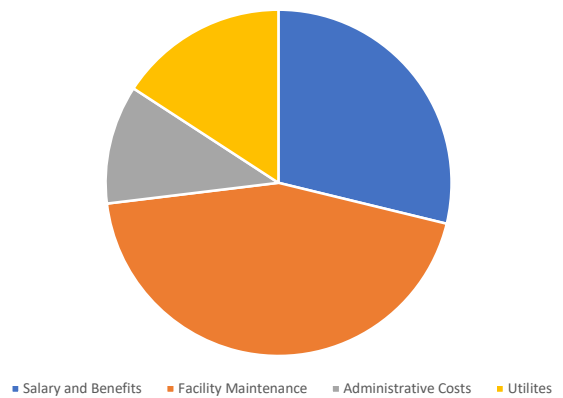
Fiscal Year 2024 - Through February 2024 Revenues



Fiscal Year 2024 Financial Results (Zone 9)

	Actual	Budget
Salary and Benefits	22,584	40,030
Facility Maintenance	34,734	27,833
Administrative Costs	8,706	17,500
Utilities	12,412	19,067
Total Expenses	\$78,435	\$104,430

Fiscal Year 2024 - Through February 2024 Expenses





FY 2024 Capital Project Spend

Water Projects

- Ongoing – Current Year Expenditures

- Marina – Approx. \$2K
- Newport and Willow Filter Repair - \$675K
- Well 8
 - Bond Fund ~ \$598K
 - District Funds ~\$120K





FY 2024 Capital Project Spend

Wastewater Projects

- Project Completed during fiscal year

- Diffuser ~\$385K
- Denitrification
 - Bond Fund ~ \$13.0 Million
 - District Funds ~\$4.2 Million





FY 2024 Capital Project Spend

Landscape Projects

- Ongoing

- Cornell Park \$130K (Prop 68 Grant Funded)

- Clipper Drive
 - Parks \$357K (Project to date - \$608K)
 - Streetscape \$42K



FY 2024 Debt Portfolio Upcoming Bond Payment – June 1, 2024

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,640,000	\$16,400,000	\$10,768,000
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 - \$4.7M
 Wastewater Construction Proceeds - \$0.3M



Fiscal Year 2024 Finance Activities

- Proposed Fiscal Year 2024-2025 Budget Workshop and Adoption
- Proposed Fiscal Year Zone 9 Assessment Report & Rate
- Update Rate Study for Water rates / Proposition 218 Process
- Update of Financial Policies

