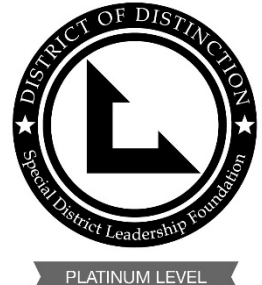




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF A SPECIAL BUDGET MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 30, 2025 3:00 P.M.**

SPECIAL MEETING 3:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 3:00 p.m.
2. Director Belcher led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Porter who was absent.

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

None.

C. BUSINESS AND ACTION ITEMS

1. Discussion Regarding Fiscal Year 2025-26 Proposed Operating Capital and Revenue Budgets.

Presented by Finance Manager Margaret Moggia.

- FY Budget challenges include operational costs outpacing cost of living increases, capital investment and asset renewal, and limited revenue increase necessary to support program and capital expenditures.
- Planned response consists of development of long-term financial forecast, identifying capital projects to reduce operational costs and evaluating and prioritizing capital project timing.
- Largest budgeted expense is Contract Operations.
- Administrative costs consist of office supplies, printing, advertising and most significantly insurance costs.
- Staffing consists of 23 positions.
- AB2561 states information on job vacancies and postings must be made available to the public. This will be adopted before the budget.
- District provides service to three County Zones which are fully reimbursed by Contra Costa County.
- Fund 20 Water Revenues: Reduction in anticipated interest earnings with use of reserves to pay for capital projects. Water revenue proposed rates are from the 2025 Rate Study.
- Fund 20 Water Expenses: Additional support to meet regulatory requirements for cross-connection and anticipated higher costs for electricity and repairs.
- Fund 21 Wastewater Revenues: Reduction in anticipated interest earnings with use of reserves to pay for capital projects. Water revenue proposed rates are from the 2025 Rate Study.
- Fund 21 Wastewater Expenses: Increase year over year – increase in contract operations contract costs to support operations, electricity costs, and higher anticipated property insurance costs
- Fund 40 Zone 8 & Community Center Revenues: Reduction in anticipated interest earnings with use of reserves to pay for capital projects and estimated increase on Ad Valorem (Secured Property Tax).
- Fund 40 Zone 8 & Community Center Expenses: Increase year over year – additional third-party vendor to support landscape efforts and hire staff to replace conservation corps.
- Fund 41 Zone 9 Revenues: Increase year over year – Engineer's Report to determine annual assessment rate.
- Fund 50 – JPA (Debt Financing): Annual debt service is \$539K for Water and \$1.8M for Wastewater.

- Water Capital Projects: Well #8 and initiate Well #2, Solar Project, Administration Building, Mainline Pipeline.
- Wastewater Capital Projects: Administration Building, Solar Project Phase II, System Improvements, Equipment Purchase, Security at WWTP#2.
- Zone #8 Capital Projects: Discovery Bay Entrance Sign, Community Center Upgrades, Phase II Patio Project.
- Public Hearing and consideration for Budget Adoption is scheduled for the June 18, 2025 Board of Directors Meeting.
- Operating Budget is approximately \$15 million.
- Capital Budget is approximately \$18 million.
- Town's assets total approximately \$90 million.

D. ADJOURNMENT

1. Adjourned at 4:32p.m. to the next Regular Meeting of the Board of Directors on May 7, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.