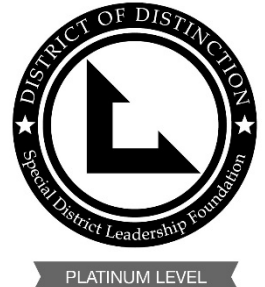




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 21, 2023 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:
3400 Market Street
Riverside, CA 92501

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/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. 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 Board 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 Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board 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 Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from June 7, 2023.
2. Approve SPECIAL Board of Directors DRAFT Meeting minutes from June 8, 2023.
3. Approve Register of District Invoices.
4. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2023-24.
5. Approve Town of Discovery Bay Community Services Project Analyst Accountant Class Job Description.

6. Approve Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2023/24- Approve and Adopt Resolution No. 2023-15.
7. Approve contract with the California Conservation Corps for maintenance of Town streetscapes.

D. PRESENTATIONS

1. Veolia Presentation.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action regarding New District Office and AETypic Contract.
2. Public Hearing. Discussion and Possible Action to Adopt Resolution 2023-16 Adopting the Operating, Capital Improvement, and Revenue Budgets for Fiscal Year 2023-2024.

F. MANAGER'S REPORT

G. GENERAL MANAGER'S REPORT

H. DIRECTOR REPORTS

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

J. CORRESPONDENCE

1. LAFCO – Independent Special District Selection Committee Official Run-Off Ballot.

K. LEGAL REPORT

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on July 5, 2023, beginning at 7:00 p.m. 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 – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 7, 2023, 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Pledge of Allegiance was led by President Porter.
3. Roll Call was taken, and all Board members were present.

Due to the volume of potential public comments, President Porter asked the area agencies to give their presentations before public comment.

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

- Public Comment #1
Speaker was Scott Pastor. He is running for a LAFCO position and asked for support.
- Public Comment #2
Speaker stated he was pleased to hear that the Board was moving forward with a new District Office but was not in support of the current proposal for the building.
- Public Comment #3
Speaker thanked Director Gutow for voting no on the new building. The speaker commented on the state of the landscaping.
- Public Comment #4
Speaker stated his wish to reverse the decision of the Board and would like to create a building committee comprised of residents.
- Public Comment #5
Speaker was a former Board Member who expressed concerns over the expense and felt the decision was not fiducially responsible. He provided several alternative suggestions.
- Public Comment #6
Speaker thanked Director Gutow for his vote of no. He stated that he was against the new building and thinks the Board should start over.
- Public Comment #7
Speaker wants the Town to have more social functions that bring in revenue. She was against the new building plan.
- Public Comment #8
Speaker stated he wanted more communication in the form of flyers, social media, and email. He requested the project be paused.
- Public Comment #9
Speaker agrees with all prior comments. He questioned the process that was used in the decision-making process for the building.
- Public Comment #10
Speaker felt there are smart people in the community that could help with this process. Would like a committee started with residents.
- Public Comment #11
Speaker wanted to know if each Board of Directors has a signed fiduciary statement on file. She would like each Director to review what a fiduciary duty is, so they fully understand.

- Public Comment #12
Speaker wanted to echo what others have said. She would like to know about the fiduciary statements.
- Public Comment #13
Speaker is a 2-month resident of Discovery Bay. He compared the cost of the building per resident of Discovery Bay to the amount of residents in San Jose.
- Public Comment #14
Speaker is a former Board Member who stated she voted this down years ago when it was presented.
- Public Comment #15
Speaker questioned if the Board has experience to evaluate this project.
- Public Comment #16
Speaker is a former Board member that stated when he was on the Board, they denied the District Office project.
- Public Comment #17
Speaker stated Board Members are elected to serve the people. He mentioned the water meter and community center pool projects from the past.
- Public Comment #18
Speaker thanked everyone for making comments. He wants the project reevaluated.
- Public Comment #19
Speaker thinks the project will affect the wildlife and children of Discovery Bay. She believe it will damage the businesses in the area.
- Public Comment #20
Speaker agreed with the prior speakers and thanked Director Gutow.

After Public Comment concluded, President Ashley Porter addressed the crowd. She thanked everyone for attending. She mentioned how this has been a budget item starting in 2014 because the District Office needs to be moved. In 2018 the America's Water Infrastructure Act (AWIA) was signed into law. Section 2013 of the AWIA requires community drinking water systems that serve more than 3,300 people develop Risk and Resilience and Emergency Response Plans. An Ad Hoc committee was formed in 2022 to address the need for a new building.

President Porter asked General Manager Dina Breitstein to contact Aetypic to see how long they would hold their quoted price. A contract has not been signed.

President Porter would like to improve the Town's communication methods.

President Porter stated that there is no discussion or action items on the agenda.

A resident interrupted President Porter and wanted to know how far the water tanks are away from the District Office.

Legal Counsel Andy Pinasco spoke to the crowd explaining the rules of the Brown Act. He explained that no discussion or action is permitted during the meeting that is not on the agenda.

Resident continued inquiring about the distance of the water tank. Director Graves explained that it is not about distance. It is about the water tanks being in a secured facility.

Another resident interrupted President Porter to ask that she ask legal counsel if they could rescind the prior decisions of the Board. Legal counsel said that it is not possible to take any action that is not on the agenda.

A third resident interrupted to ask if the item could be placed on the future agenda. She was told it could be.

Director Gutow asked for clarification on what the Board was suggesting.

Director Graves stated that the Board has heard the concerns and wants to take a pause and evaluate the options that are available. He restated that no contract has been signed.

Legal counsel explained that staff was directed to gather further information for the Board to bring to a future meeting.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from May 17, 2023.
2. Approve Register of District Invoices.

Director Gutow made a Motion to Approve the Consent Calendar.
Director Graham seconded.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.
2. Assembly Member Lori Wilson’s Office Report.
None.
3. Sheriff’s Office Report.

Presented by Tony Fontenot.

- 377 calls for service.
- 47 reports were taken.
- Director Graham asked a question about parties occurring at Short term rentals.
- National Night Out is in August. Call the Sheriff’s Department for details.

4. CHP Report.
None.
5. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending).
None.
6. Congressman Josh Harder’s Office Report.

Presented by Katie Jaycox. katie.jaycox1@mail.house.gov

- Katie Jaycox manages the case work program for Federal issues.
- Josh Harder’s office writes letters of support for grants.
- Currently accepting applications for nominations to military academies.

Presented by Fatima Urena.

Congressman Josh Harder is working on:

- Legislation for Agriculture and Nutrition.
- Youth workforce readiness program.
- Police hiring shortages.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

None.

H. MANAGER’S REPORT

None.

I. GENERAL MANAGER’S REPORT

None.

J. DIRECTOR REPORTS

No Director reports were given.

1. Standing Committee Reports.
 - a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) June 7, 2023.
 - b. Finance Committee Meeting (Committee Members Ashley Porter and Carolyn Graham) June 7, 2023.
 - c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) June 7, 2023.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Confire Meeting – May 16, 2023 (Director Carolyn Graham).
2. Liberty Union High School District Meeting – May 10, 2023 (Director Kevin Graves).
3. Contra Costa County Aviation Advisory Committee Meeting – May 11, 2023 (Director Kevin Graves).
4. Liberty Union High School District Meeting – May 24, 2023 (Director Kevin Graves).
5. Anti-Harassment Training (SB1343/AB1825)– May 31, 2023 (Director Ashley Porter).

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Meeting adjourned at 8:24p.m. to the next Regular Meeting of the Board of Directors on June 21, 2023, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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PLATINUM LEVEL

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

**MINUTES OF A SPECIAL BUDGET MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Thursday, June 8, 2023 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. Pledge of Allegiance was led by President Ashley Porter.
3. 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. BUSINESS AND ACTION ITEMS

1. Discussion Regarding Fiscal Year 2023-24 Proposed Operating Capital and Revenue Budgets.

Presented by General Manager Dina Breitstein.

- As of the end of May 2023, the Town has earned \$141,521.16 in interest on the accounts with Five Star Bank.
- Projected revenue for Water is \$5,144,365.28.
- A new rate study will be done during the next fiscal year.
- Capital projects for Water include Well #8, Pipeline Replacement Project, Upgrading existing water facilities and District Office.
- Projected revenue for Wastewater is \$6,667,722.32.
- Capital projects for Wastewater include Denitrification, Solar Dryer Panel Replacements at Plant 2, Outfall Diffuser repair, and District Office.
- Projected revenue for Zone #8 is \$896,250.14.
- Capital projects for Zone #8 include Clipper Drive Enhancements, Cornell Park upgrades funded by Prop 68 'Per Capita' Grant, Community Center landscaping project, Community Center tennis court resurfacing.
- Projected revenue for Zone #9 is \$173,920.00.
- Capital projects for Zone #9 consists of streetscape enhancement on Wilde Drive.
- The 2012 Bond was refunded (refinanced) in 2022 (2022B).

D. ADJOURNMENT

1. Adjourned 4:09p.m. to the next Regular Meeting of the Board of Directors on June 21, 2023 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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hours, at least forty-eight hours prior to the time of the meeting.”

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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2023

Prepared By: Allan Cantando, Assistant General Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 216,142.14

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2022/2023

AGENDA ITEM: C3

Request for Authorization to Pay Invoices
For The Meeting On June 21, 2023
Town of Discovery Bay CSD
Fiscal Year 7/22 - 6/23

SDRMA	\$52,162.82
Town of Discovery Bay CSD	\$33,195.39
J.W. Backhoe & Construction, Inc.	\$27,399.16
San Joaquin County Office Of Ed	\$17,194.25
Caselle, Inc.	\$16,348.00
U.S. Bank Corporate Payment System	\$14,427.94
Delta Fence Company, Inc.	\$11,184.00
Precision IT Consulting	\$6,846.30
Flock Safety	\$5,650.00
Herwit Engineering	\$4,969.06
Navarro Metal Works	\$4,330.00
Univar Solutions USA Inc.	\$1,997.47
Watersavers Irrigation Inc.	\$1,962.82
Mt Diablo Resource Recovery	\$1,946.16
BSK Associates	\$1,930.75
Bob Harkrader & Sons Trucking, Inc.	\$1,426.65
Verizon Wireless	\$1,294.84
City Of Brentwood	\$1,235.28
Lincoln Aquatics	\$1,115.07
Karina Dugand	\$1,107.00
ECS Imaging, Inc.	\$1,033.31
Michelle Dominge	\$997.50
Concentra	\$807.00
Kevin Graves	\$690.00
Brentwood Ace Hardware	\$626.41
Streamline	\$480.00
Ashley Porter	\$460.00
Bryon Gutow	\$460.00
Carolyn Graham	\$460.00
Contra Costa Health Services	\$437.00
Department of Justice	\$354.00
Michael Callahan	\$345.00
ODP Office Solutions, LLC	\$249.35
Geotab USA, Inc.	\$197.50
Cintas	\$156.28
Alhambra	\$130.82
UniFirst Corporation	\$128.38
Denalect Alarm Company	\$111.00
Discovery Pest Control	\$99.00
Stericycle	\$91.46
Backflow Distributors, Inc.	\$54.87
Janie Carter	\$50.30

\$216,142.14



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2023

Prepared By: Dina Breitstein, Assistant General Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title:

Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2023-2024.

Recommended Action:

Approve the Scope of Services contained in the Luhdorff and Scalmanini Contract Engineers (LSCE) Scope of Work and Budget, which provides contract engineering services for the Water Division of the Town of Discovery Bay for the fiscal year 2023-2024 and authorize the General Manager to execute the Town's standard form of Consulting Agreement with LSCE to perform the scope of work attached.

Executive Summary:

Luhdorff and Scalmanini Contract Engineers provide the District with the needed engineering work for the Water Services Division of the Town of Discovery Bay. In the coming fiscal year, the water division needs general engineering and capital improvement services from LSCE to perform and support a number of projects.

Enclosed is LSCE's proposed Scope of Work, Budget, and Fee Schedule to continue General Engineering Services for FY 23/24. A primary component of work under the General Engineering Services has been to assist the District with the management, design, and construction oversight of the following:

- Contract Management
- Meeting Attendance
- Regulatory Assistance
- Capital Improvement Program Engineering
- Well and Pump Testing

The enclosed scope of work and the proposed budget extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 23/24.

The attached documents provide the basis for the budget estimate. The proposed budget of \$158,513 includes LSCE's labor rates and miscellaneous expenses. LSCE will continue to bill monthly for labor and materials, only as incurred, in accordance with LSCE's fee schedule.

Fiscal Impact: \$158,513

Previous Relevant Board Actions for This Item:

Attachments:

Scope of Work, Fee Schedule, and Budget.

AGENDA ITEM: C4

June 12, 2023
File No. 23-5-069

Ms. Dina Breitstein
General Manager
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94514

SUBJECT: Scope and Budget for General Engineering Services – Fiscal Year 2023/2024

Dear Ms. Breitstein:

Per your request, Luhdorff & Scalmanini, Consulting Engineers (LSCE) is pleased to provide this proposed scope and budget for general engineering services in Fiscal Year 2023/2024 (FY 23/24) for the Town of Discovery Bay Community Services District (TODB).

Scope of Work

The scope of work outlined in this letter describes the ongoing and as-needed engineering support related to the TODB public water system. The tasks are separated into categories based on current and ongoing activities. Some activities are recurring tasks that are well-defined, such as participation in recurring meetings and regulatory compliance items.

There is also contingency provided for any as-needed services related to capital projects, engineering, and planning. This includes working with TODB staff on infrastructure planning, assessment, design, permitting, or construction. Budgets are proposed for these tasks based on the level of involvement from previous Fiscal Year general service contracts and anticipated items in FY 23/24.

Task 1 – Contract Management

This task is for the overall management of invoices, scoping, contracting, and budget analysis.

Task 1: Contract Management		
Task	Description	Details
1.a	Contract Management	<ul style="list-style-type: none"> Review and approval of monthly invoices (12 total) Scoping and contracting

Task 2 – Meetings

This task is for participation in monthly Water/Wastewater Committee meetings, TODB Board meetings, and bi-weekly water group meetings. LSCE’s participation in meetings ranges from preparing project updates for staff prior to Committee or Board meetings, to LSCE’s attendance and providing presentations for the Committee and Board meetings. For the bi-weekly water group meetings, LSCE will prepare and distribute agendas prior to each meeting. This task also includes meeting preparation and presentation development. For budgeting purposes, it is assumed that LSCE will attend up to six (6) water/wastewater committee meetings in person, eighteen (18) water/wastewater committee meetings remotely, six (6) general board meetings in person, eighteen (18) general board meetings remotely, and twenty-six (26) bi-weekly meetings. Other meetings may be included in separate contracts or task orders.

Task 2: Monthly Committee Meetings		
Task	Description	Details
2.a	Monthly Water/Wastewater Committee Meetings	<ul style="list-style-type: none"> Attendance at Water/Wastewater Committee meetings, and pre-meetings with TODB staff (24 meetings total). Prepare materials, agenda, reports, and figures to discuss water system related items with the Water/Wastewater Committee.
2.b	Board Meetings	<ul style="list-style-type: none"> Attendance and support at Board of Directors Public Meetings (24 meetings total). Regular Water system updates at Board Meetings. Preparation and delivery of public presentations, including any supporting material such as technical exhibits and figures. Preparation of Staff Reports for the Board agenda.
2.c	Bi-Weekly Team Meetings	<ul style="list-style-type: none"> Discuss ongoing projects and items with TODB staff and Veolia in bi-weekly virtual meetings (26 meetings total). Maintain agenda and notes of ongoing discussions.

Task 3 – Regulatory Assistance

This task is for assistance with regulatory deliverables that are anticipated for FY 23/24. Some regulatory deliverables are recurring items, as listed in the table below. LSCE will provide guidance to the TODB on new and emerging regulations, as outlined in the table below.

Task 3: Regulatory Assistance		
Task	Description	Details
3.a	Guidance on New Regulations	<ul style="list-style-type: none"> Report to General Manager. Provide updates to the TODB on emerging State and Federal regulations.

Task 3: Regulatory Assistance		
Task	Description	Details
		<ul style="list-style-type: none"> Provide engineering support/assistance to ensure TODB Staff/Veolia compliance.
3.b	CASGEM Well Monitoring and State Reporting	<ul style="list-style-type: none"> Twice per year (fall/spring), LSCE conducts field services for water level monitoring and reporting for Department of Water Resources (DWR) compliance. Two trips are required per event, due to the coordination of water treatment plant shutdown requirements with Veolia. LSCE maintains transducers, downloads data, updates the groundwater level database, and reports to DWR. The costs of two (2) transducer replacements are assumed and included in the budget (\$675 per transducer).
3.c	SB555 Water Audit and State Reporting	<ul style="list-style-type: none"> Prepare the Annual Water Loss Audit. Meeting with certified water audit validator. Validate water audit and submit to DWR by January 1, 2024.
3.d	SB 606/AB 1668 Water Use Objectives	<ul style="list-style-type: none"> Assist with establishing the water use objectives under the new legislature. Discuss with TODB and Veolia. Review water use data, per prior scopes of work, and relate this with new regulations. Provide engineering support/assistance for TODB compliance with legislation.
3.e	Cross-Connection Control Program (CCCP) Development	<ul style="list-style-type: none"> Continue developing CCCP once new regs are available. Update current policies. Update residential backflow proposal. Present memo to Board. Obtain direction and proceed to prepare a draft ordinance. <i>(Additional CCCP assistance, such as public workshops and implementation, may require an additional Task Order.)</i>
3.f	Preliminary and Final Annual Water Supply and Demand Assessment report	<ul style="list-style-type: none"> Collect water service connection and water production data from TODB. Prepare Preliminary Annual Assessment and submit it to DWR by June 1st, 2024. Prepare Final Annual Assessment and submit it to DWR by July 1st, 2024.

Task 4 – Contingency for Capital Projects and Planning Assistance

This task provides a contingency budget for LSCE to assist with any activities, as needed, related to capital improvement projects or system planning. Specific activities would be developed on an as-needed basis at the request of the TODB. Assignments for LSCE may include evaluating project alternatives, conducting hydraulic model simulations, developing preliminary design basis, assessing feasibility, cost estimates, preliminary designs, condition assessments on facilities, or evaluating site-

specific issues to address issues of water supply, production, quality, safety, etc. LSCE provides a proposed level of hours of assistance in terms of capital projects and general planning assistance.

Task 4: Capital Improvement Program Engineering Services		
Task	Description	Details
4.a	As-needed Capital Project Assistance	<ul style="list-style-type: none"> 100 hours included for project tasks such as, permitting, cost estimating, alternatives analysis, modeling, drafting, bidding, construction inspections, etc.
4.b	As-needed Planning Assistance	<ul style="list-style-type: none"> 100 hours for planning tasks such as, troubleshooting, consultation, condition assessments, water quality evaluation, policy development, standards development, and system modeling.

Task 5 – Bi-Annual Well and Pump Testing Program

LSCE conducts testing and inspection of the District’s production wells and pump equipment biannually (every two years). The first year formal testing was performed was 2007 and the last testing was conducted in the Winter of 2021. For the Fall of 2023, LSCE will conduct testing as follows on each well, Production Wells 1B, 2, 6, 4A, 7, and 5A. This is assumed to be completed in two separate site visits.

LSCE will hire a testing company (Power Hydrodynamics) to collect independent measurements utilizing specialized and calibrated field instruments used to compare the accuracy of the onsite station instruments. This includes flow rate, well level, electrical power, and water pressure. LSCE will oversee data collection to evaluate the well specific capacity, from constant rate drawdown testing, and the pump equipment performance and overall plant efficiency. LSCE will also collect field water quality parameters, including well sand production, specific conductivity, and temperature. LSCE will evaluate the results of testing in comparison to historic baseline tests and expected performance to assess trends in well or pump conditions and identify any potential deficiencies or maintenance requirements.

After the testing is completed, LSCE will prepare a technical report summarizing the results, evaluate any trends in well or pump performance for each station, and provide recommendations to address deficiencies.

Task 5: Bi-Annual Well and Pump Testing Program		
Task	Description	Details
5.a	Fall 2023 Field Testing and Report Development	<ul style="list-style-type: none"> Site visit field testing each well (1B, 2, 6, 4A, 7, 5A) – assumed two separate trips. Third-party company for independent calibrated field instruments. Data evaluation and development of the final report.

Proposed Budget

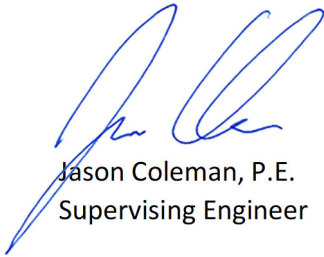
LSCE's proposed budget for General Engineering Services for FY 23/24 is \$158,513 based on the anticipated activities this fiscal year and providing contingency to allow the TODB to utilize LSCE on an as-needed basis. A detailed budget estimate worksheet (attached) provides the estimated labor under each task for the activities outlined in the Scope of Work.

LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's current Schedule of Fees for Engineering and Field services (attached). In the event that LSCE is required to be involved in activities that deviate from the scope, LSCE will provide notification of any potential changes in the estimated budget for general engineering services.

We appreciate the opportunity to continue providing professional engineering support services to the TODB. Should you have any questions, please do not hesitate to contact me.

Sincerely,

LUHDORFF & SCALMANINI
CONSULTING ENGINEERS



Jason Coleman, P.E.
Supervising Engineer

Enclosures

- Budget Estimate Worksheet FY23/24
- 2023 Schedule of Fees for Engineering and Field Services

Client: Town of Discovery Bay Community Services District
 Project: General Engineering Services FY23/24
 Estimated By: OS, JC
 Date: 6/12/2023

Budget Estimate Worksheet



	Billing Level Billing Rate (\$/Hr)	PROFESSIONAL				Labor Subtotal	DIRECT EXPENSES		Direct Expenses Subtotal	Contract Budget Estimate
		Supervising Engineer	Senior Engineer	Project Engineer	Staff Engineer		Travel Lump Sum	Copies/ Equipment Lump Sum		
Task 1: Contract Management										
1.a Contract Management		18	0	0	0	\$4,104	\$0	\$0	\$0	\$4,104
	Total Hours	18	0	0	0	18				
	Subtotal (cost)	\$4,104	\$0	\$0	\$0	\$4,104	\$0	\$0	\$0	\$4,104
Task 2: Meetings										
2.a Committee Meetings (attend 24 per year)		48	0	0	0	\$10,944	\$500	\$100	\$600	\$11,544
2.b Board Meetings (attend 24 per year)		48	0	0	0	\$10,944	\$0	\$0	\$0	\$10,944
2.c Bi-Weekly Meetings and agendas (attend 26 per year)		52	26	0	0	\$17,316	\$0	\$0	\$0	\$17,316
	Total Hours	148	26	0	0	174				
	Subtotal (cost)	\$33,744	\$5,460	\$0	\$0	\$39,204	\$500	\$100	\$600	\$39,804
Task 3: Regulatory Assistance										
3.a Assistance on New Regulations		16	12	8	8	\$8,768	\$0	\$0	\$0	\$8,768
3.b CASGEM Well Monitoring and State Reporting		4	0	20	36	\$9,892	\$186	\$1,350	\$1,536	\$11,428
3.c SB555 Water Audit and State Reporting		4	4	24	0	\$5,832	\$0	\$0	\$0	\$5,832
3.d SB 606/AB 1668 Water Use Objective		16	0	24	16	\$10,208	\$0	\$50	\$50	\$10,258
3.e Cross-Connection Control Program Development		16	16	16	0	\$9,728	\$0	\$50	\$50	\$9,778
3.f Annual Water Supply and Demand Assessment		4	8	12	0	\$4,632	\$0	\$0	\$0	\$4,632
	Total Hours	60	40	104	60	264				
	Subtotal (cost)	\$13,680	\$8,400	\$17,680	\$9,300	\$49,060	\$186	\$1,450	\$1,636	\$50,696
Task 4: Contingency for Capital Projects and Planning Assistance										
4.a As-needed Capital Project Assistance		10	20	30	40	\$17,780	\$0	\$50	\$50	\$17,830
4.b As-needed Planning Assistance		10	20	30	40	\$17,780	\$0	\$50	\$50	\$17,830
	Total Hours	20	40	60	80	200				
	Subtotal (cost)	\$4,560	\$8,400	\$10,200	\$12,400	\$35,560	\$0	\$100	\$100	\$35,660
Task 5: Biannual Well and Pump Testing Program										
5.a Field Services and Report Development		8	20	50	60	\$23,824	\$200	\$200	\$400	\$24,224
5.b Outside services (Power Hydrodynamics Inc.)		0	0	0	0	\$4,025	\$0	\$0	\$0	\$4,025
	Total Hours	8	20	50	60	138				
	Subtotal (cost)	\$1,824	\$4,200	\$8,500	\$9,300	\$27,849	\$200	\$200	\$400	\$28,249
Totals	Total Hours	254	126	214	200	794				
	Total (cost)	\$57,912	\$26,460	\$36,380	\$31,000	\$155,777	\$886	\$1,850	\$2,736	\$158,513

2023 SCHEDULE OF FEES ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	\$247/hr.
Principal Professional.....	\$236/hr.
Supervising Professional	\$228/hr.
Senior Professional	\$190 to 210/hr.
Project Professional	\$165 to 175/hr.
Staff Professional	\$145 to 160/hr.

Technical

Engineering Inspector	\$145/hr.
ACAD DMS/GIS.....	\$145/hr.
Engineering Assistant.....	\$120 to 145/hr.
Scientist.....	\$120 to 145/hr.
Technician.....	\$120 to 145/hr.

Project Admin Support

Word Processing, Clerical.....	\$94/hr.
Digital Communications Specialist	\$105/hr.
Project Admin/Accounting Assistant	\$110/hr.

Vehicle Use	\$0.655/mi(or curr. IRS rate)
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
June 21, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Town of Discovery Bay Community Services Project Analyst Accountant Class Job Description.

Recommended Action

It is recommended that the Board of Directors approve the Job Description for the Project Analyst Accountant class job description.

Executive Summary

The Town of Discovery Bay employs Twenty (20) regular full-time employees. Each employee has an individual job description and corresponding location in the salary schedule that provides potential job applicants, employees, and supervisory staff and managers with a comprehensive description of the employee's particular job classification and pay scale.

The town also employs a number of part-time, seasonal, and temporary employees. These employees are listed in the authorized position schedule as Part Time, Seasonal, and Temporary, or PST's. Wages for these positions are generally commensurate with the job function and are consistent with industry norms.

In order to better define the job functions and responsibilities, the positions included in the finance department have been further defined and are identified in the attached job description. The position has been approved with the 2022 Budget on June 15, 2022. The description was presented and reviewed by the Internal Operations Committee on June 7, 2023.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

2022 Budget Adoption on June 15, 2022.

Attachments

Employee Job Descriptions for Project Analyst Accountant Class Job.

AGENDA ITEM: C5



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

PROJECT ACCOUNTING ANALYST - **DRAFT**

\$38.42 - \$47.95/hour, \$80,000 - \$99,742/year

FLSA Designation: Non-Exempt
Established: July, 2023
Revised: N/A

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION Finance

SUMMARY DESCRIPTION

Under general supervision of the Water & Wastewater Manager and the Finance Manager, performs a variety of operational accounting and capital project accounting work such as auditing and verifying fiscal records and reports and preparing, maintaining, and processing of accounting records and transactions, including reimbursements, accounts payable, and payroll; balances and maintains accounting and financial records. Support the project team regarding contract review and changes, compliance, payment applications, conditional and final lien releases, subcontractor agreements, permits and licenses, project tracking, reports and any other duties related to the project.; and performs related work as required.

IDENTIFYING CHARACTERISTICS

Operational & Capital Project Accounting Analyst – This is a highly skilled-level classification that performs the full range of routine to complex accounting and record-keeping functions under general supervision. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in the work assignment in accordance with established policies and procedures. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements and the methods used in arriving at the end results are not usually reviewed in detail. This class is distinguished from the Finance Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of professional accounting and finance operations within the Town.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs.
2. Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements and reports.
3. Reviews and compares journal entries to source documents to ensure accuracy of posted journal.

4. Processes vendor and contractor invoices, including auditing, verifying, coding, and entering approved invoices and supporting documentation into accounts payable system; ensures invoices are charged to appropriate projects and funds; creates new vendor numbers as needed; researches and resolves discrepancies and vendor inquiries.
5. Maintains and updates vendor W-9 information for 1099 year-end tax reporting and processing.
6. Reviews and approves purchase orders, contracts, and agreements to ensure compliance with policies, procedures, and availability of funds; encumbers agreement funds in compliance with Town policies and procedures.
7. Receives, reviews, verifies, and processes timesheets to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
8. Processes, calculates, and maintains records of a variety of payroll actions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations; applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
9. Monitors expenditures, revenues, budget allocations, and contracts to determine project financial status; verifies availability of funds; prepares reimbursement reports as needed; monitors special fund compliance requirements.
10. Verifies, posts, and records financial transactions; maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; identifies and corrects accounting errors; prepares journal entry adjustments; ensures accuracy and completeness of work.
11. Prepares a variety of financial summaries, reports, and claims for reimbursable projects.
12. Audits claims, vouchers, and purchase orders for fraudulent or improper authorization and other discrepancies; resolves discrepancies where interpretation of guidelines, data, or procedures is necessary.
13. Assists in the preparation of year-end closing, budget adjustments, and financial reports; prepares special financial analysis as requested; prepare audit work sheets as requested by auditors.
14. Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting financial operations.
15. Evaluates and audits internal controls to ensure accuracy of financial reporting and accounting processes.
16. Reviews source documents for compliance with rules and regulations; determines proper handling of accounting and technical transactions within designated limits.
17. Responds to requests for information and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to the Finance Manager for resolution.
18. Prepare, Review and Validate subcontractor/supplier payment requests and work completed.
19. Code invoices for project costs and overhead allocations, update financial dashboards for tracking and reporting purposes.
20. Coordinate with construction field personnel.
21. Review project budgets, project timelines and construction status.
22. Monitor project expenditures and resolve problems.
23. Work with Project managers, construction managers and internal staff to verify subcontractor and supplier compliance of license, insurance, and lien release requirements.
24. Prepare and track subcontractor/supplier lien releases.
25. Communicate project status with internal personnel.
26. Prepare monthly journal entries and job cost accruals.
27. Process vendor invoices accurately and within assigned timeline.
28. Process sub-contractor payments accurately and within assigned timeline.
29. Coordinate commitment, budget and job closeout.
30. Review and Comply with Reporting on certified payroll and prevailing wage.

31. Assist and communicate to the divisions an understanding of the contract requirements through the life cycle of the project, including but not limited to compliance, licensing, permitting, and tax.
32. Provide and manage information within the construction software programs for continued estimation of potential and realized profitability and also cost analysis in order to aid Accounting in completing project financial.
33. Work with internal team members to review change orders and revise contract documents as needed and foster an environment to support the divisions to keep their projects on time and profitable.
34. Assist project teams with any questions or needs related to the accounting department.
35. Have an understanding of compliance requirements for assigned projects.
36. Assist with the new development process including setting up new projects within the District's project management software, working with developers, project accounting, etc.
37. Assist with the review and implementation of the District's Construction Standards and Policies.
38. Assist with the preparation of various annual County and State reports for Water Quality and Compliance.
39. Assist with the preparation of forward-looking plans and policies (Urban Water Management Plan, Risk and Resilience Assessment, etc.).
40. Assist with record keeping and management.
41. May be assigned special projects requiring the gathering and analysis of information.
42. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern principles, practices, and methods of governmental accounting, including program budgeting and auditing and the application to District operations. General principles and practices of data processing and its applicability to accounting and public agency operations. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations. Business arithmetic and financial and statistical techniques. Principles and practices of financial analysis, auditing, and reporting. Principles and procedures of financial record-keeping and reporting. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Analyze financial data and draw sound conclusions. Prepare clear, complete, and concise financial statements and reports. Review, post, balance, reconcile, and maintain accurate and confidential accounting and financial records. Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Research, analyze, interpret, summarize, and present accounting and financial information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Make accurate financial, mathematical, and statistical computations.

Establish and maintain a variety of filing, record-keeping, and tracking systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Project Accounting Analyst - Equivalent to graduation from a four-year university or college with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of increasingly responsible professional accounting experience, preferably in the public sector. Directly related experience may be substituted for the college requirement on the basis of one (1) year of experience for one (1) year of education to a maximum of two (2) years.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

Physical: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
June 21, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Adopt Resolution No. 2023-15 - Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2023/24.

Recommended Action

Adopt Resolution No. 2023-15, establishing the Discovery Bay Lighting and Landscape Zone #8 2023/24 Appropriation Limit.

Executive Summary

Discovery Bay Lighting and Landscape Zone #8 ("Zone 8") receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District ("District") is responsible for identifying the appropriation limit in accordance Article XIII B of the California Constitution, known as Proposition 4 or the GANN Limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2023/24 to be \$820,310.94. The calculation is based on last year's appropriations limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No 2023-15, which establishes the FY 2023/24 Appropriations Limit for Discovery Bay Lighting and Landscape Zone #8 at \$820,310.94.

Fiscal Impact:

Amount Requested
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

None

Attachments

Resolution 2023-15
Resolution 2023-15 Attachment A: Zone 8 Appropriation Limit Calculation Worksheet
Department of Finance – Price and Population Information (May 2023)

AGENDA ITEM: C6



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2023-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2023/24**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2023-2024 is \$820,310.94 as reflected in Attachment A.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for FY 2023-24 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$820,310.94; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF JUNE, 2023.

Ashley Porter
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 21, 2023, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.9	1.009	1.0462321
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.95	3.73	1.0373	0.06	1.0006	1.03792238
Year 21/22	\$ 740,708.83	5.73	1.0573	0.35	1.0035	1.06100055
Year 22/23	\$ 792,250.87	7.55	1.0755	-0.55	0.9945	1.06958475
Year 23/24	\$ 820,310.94	4.44	1.0444	-0.86	0.9914	1.03541816

* Based on factors provided in the annual
Price and Population Information letter from
the California Department of Finance.
Dated May 2023

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Contra Costa				
Antioch	0.94	114,362	115,442	115,442
Brentwood	0.46	64,219	64,513	64,513
Clayton	-1.08	10,782	10,666	10,666
Concord	-0.84	123,102	122,074	122,074
Danville	-0.79	43,166	42,823	42,823
El Cerrito	-0.88	25,710	25,484	25,484
Hercules	1.36	25,944	26,297	26,297
Lafayette	-0.46	25,119	25,004	25,004
Martinez	-0.67	36,790	36,543	36,543
Moraga	-0.95	17,055	16,893	16,893
Oakley	1.67	44,257	44,995	44,995
Orinda	-0.52	19,326	19,225	19,225
Pinole	-1.07	18,442	18,244	18,244
Pittsburg	0.16	74,688	74,809	74,809
Pleasant Hill	-0.89	33,697	33,397	33,397
Richmond	-0.88	114,521	113,518	113,518
San Pablo	-1.02	31,625	31,301	31,301
San Ramon	-0.86	83,587	82,870	82,870
Walnut Creek	-0.51	69,603	69,245	69,245
Unincorporated	-0.85	175,719	174,226	174,310
County Total	-0.36	1,151,714	1,147,569	1,147,653

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2023

Prepared By: Bill Engelman, Parks and Landscape Manager

Submitted By: Allan Cantando, Assistant General Manager

Agenda Title

Approve contract with the California Conservation Corps for maintenance of Town streetscapes.

Recommended Action

Authorize the General Manager to execute any, and all contracts with the Greater Valley Conservation Corps.

Executive Summary

The California Conservation Corps is a statewide program that allows the Corps to hire 18-25 year-old young adults to be engaged in Community beautification and Natural Resource projects. There are many branches throughout the State and our region houses the Greater Valley Conservation Corps. They are exempt from prevailing wage requirements.

As you are aware, we have contracted with them for 12 weeks of service, spread throughout FY 2022-23, to assist in the maintenance of Town streetscapes. Also, as you know, we have contracted with them for construction assistance on Clipper Drive and weed abatement assistance, as well as other projects.

In lieu of hiring for a vacant landscape position, this is our third year contracting with the Corps. During FY 2021-22, the Corps assisted with park lawn mowing and detailing. The following year, as mentioned above, they assisted with streetscapes. Because streetscape maintenance is best completed with larger crews, Staff feels this is the best utilization of the Corps.

Tonight, Staff requests the Board to approve the contract to Greater Valley Conservation Corps, in the amount of \$75,900 for the maintenance of Town streetscapes.

Previous Relevant Board Actions for This Item

Attachments

Contract

AGENDA ITEM: C7



SJCOE
 EDUCATE · INNOVATE · INSPIRE



SERVICE AGREEMENT STREET SCAPE CONTRACT

THIS AGREEMENT, made as of **June 15, 2023**, by and between, **The Town of Discovery Bay** with its principal offices at **1601 Discovery Bay Boulevard, Discovery Bay, CA 94505** (hereinafter referred to as "Sponsor"), and **San Joaquin County Office of Education (DBA- Greater Valley Conservation Corps)** (hereinafter referred to as "Contractor"). Sponsor and Contractor, individually, are sometimes referred to as "Party" and collectively referred to as "Parties" in this Agreement.

1. Are you, any of your employees or sub-contractors a CalSTRS or CalPERS retiree? Yes No N/A
2. If yes, are they paid through a payroll system that reports to both CalSTRS and CalPERS? Yes No N/A

WHEREAS, the Greater Valley Conservation Corps is under the authority of, and operates as a program of, the San Joaquin County Office of Education, referenced pursuant to this Agreement as "Contractor"; and

WHEREAS, Contractor desires to provide the Services for Sponsor.

NOW, THEREFORE, Contractor and Sponsor, each in consideration of the covenants of the other hereinafter set forth, agree as follows:

1. **TERM.** The term of this Agreement shall commence as of the date set forth at its beginning and shall terminate on **June 30, 2024**, unless cancelled by either Party with a 30-day written notice to the other Party, as described herein, or unless provided by a newly executed Extension of Agreement agreed to by both Parties.
2. **SCOPE OF SERVICE.** During the term of this Agreement, the Contractor shall provide Services as delineated in Exhibit A attached to and incorporated herein by reference (hereinafter "Services").
3. **COMPENSATION.** For the proper performance of the Services, Sponsor shall compensate Contractor in accordance with the schedule delineated in Exhibit B, attached to and incorporated herein by reference (hereinafter "Compensation.")

Contractor will invoice Sponsor monthly or upon completion of the project for the services described in Exhibit A. Payment is due upon receipt of invoice.

4. **PERFORMANCE.** The Contractor shall only be responsible for performing those Services expressly set forth in the Scope of Services. The Contractor will perform the Services in accordance with the terms set forth in the applicable Scope of Services, this Agreement and any applicable laws, regulations and ordinances.
5. **NON-DISCRIMINATION COMPLIANCE.** The Parties agree not to discriminate on the basis of race, gender, religion, marital status, age, national origin or ethnicity, physical or mental disability, medical condition, sexual orientation or any other consideration regulated by federal, state or local laws in the solicitation, selection, hiring or treatment of employees, subcontractors, vendors or suppliers.
6. **ACCEPTANCE.** Upon completion of the Services under the applicable Scope of Services, the Services, shall be deemed complete, final and accepted by Sponsor unless Sponsor reasonably believes that the Services did not conform to the specifications set forth in the applicable Scope of Services and notifies the Contractor, within a reasonable period of time acceptable to the Contractor, of such non conformance. The Parties shall discuss any alleged non-conforming Services in good faith. If the Parties agree that such Services did not conform to the specifications set forth in the applicable Scope of Services, the Parties shall extend the delivery date for such Services and Sponsor shall not be charged for any subsequent Services performed by the Contractor required to complete such Services.
7. **CONFIDENTIALITY.** Contractor, its employees and agents, shall treat and maintain as confidential property any information regarding Sponsor's plans, programs, costs, or clients which may be disclosed to or come within the knowledge of, Contractor, its employees and agents, and not use or disclose to others, except as is necessary to perform said Services hereunder, and then only on a confidential basis that is satisfactory to Sponsor. Further, the Parties shall comply with all State and Federal policies, regulations, and statutes related to the privacy and confidentiality of pupil records.
8. **CONDUCT OF PERSONNEL.** While at Sponsor's premises, each of the Parties agree that it, and its personnel and Subcontractors, shall (i) comply with all reasonable requests, rules, or regulations of the other Party regarding safety and health and personal and professional conduct applicable to such premises; and (ii) otherwise conduct themselves in a professional manner. Contractor shall not be responsible or liable to Sponsor for any damage to or destruction of Sponsor property, or personal property of Sponsor's employees, invitees, or other parties on the premises.
9. **INDEMNIFICATION.** Contractor shall defend, indemnify and hold harmless the other Party and their respective officers, directors, members, employees, and assigns from and against all claims, actions, damages, losses and expenses, including court costs and reasonable fees and expenses of attorneys, arising out of or resulting from the performance of this Agreement, except liabilities or claims arising from the gross negligence or willful misconduct of the Party, or any of the Party's individuals described herein. Likewise, the Party shall defend, indemnify and hold harmless Contractor and its respective officers, directors, members (including students), employees, and assigns from and against all claims, actions, damages, losses and expenses, including court costs and

reasonable fees and expenses of attorneys, arising out of or resulting from the performance of this Agreement, except liabilities or claims arising from the gross negligence or willful misconduct of the Contractor, or any of the Contractor's individuals described herein.

10. **FINGERPRINTING.** For any individual who supervises, or has substantial contact with, pupils under the age of 18, providing services pursuant to this Agreement, the Parties shall comply with all State and County Office requirements for fingerprinting. Individuals who have limited contact with pupils and are not fingerprinted shall only work with pupils providing services pursuant to this Agreement under the direct supervision of a Contractor-assigned supervisor or other employee of the San Joaquin County Office of Education.

11. **INSURANCE:** Contractor shall not begin the Services under this Agreement until:

- (a) it has furnished certificates of insurance in the amount provided below, and
- (b) such insurances and the certificates have been approved by Sponsor, consistent with the minimum requirements set forth herein.

The certificates of insurance cannot be canceled, non renewed or materially changed except after thirty (30) calendar days' prior written notice by the Contractor to the Sponsor named in Section 12. NOTICE, herein. Additionally, during the term of this Contract, Contractor shall provide further certificates to Sponsor at least seven (7) days prior to expiration dates shown on certificates evidencing that the insurance required herein is in effect after said dates.

Contractor shall hold and maintain for the life of this Agreement (at its own expense unless otherwise specifically set forth) at least the following insurance:

<u>COVERAGE</u>	<u>LIMITS</u>
(a) Worker's Compensation	Statutory
(b) Employer's Liability	\$200,000 each accident
(c) Comprehensive or Commercial General Liability (Bodily Injury and Property Damage)	\$1,000,000 each occurrence combined single limit
(d) Comprehensive or Commercial Automobile Liability (Bodily Injury and Property Damage)	\$1,000,000 each occurrence combined single limit

12. **NOTICE:** Except as otherwise specifically provided, any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered in person, transmitted by facsimile, email, or if deposited in the United States mails, postage prepaid, for mailing by first-class registered or certified mail, addressed as follows:

If to Sponsor, it shall be addressed to:

**Attention: Bill Engelman
The Town of Discovery Bay (Parks and Landscape)
1601 Discovery Bay Boulevard
Discovery Bay Ca, 94505**

If to Contractor, it shall be addressed to:

**Nicholas Mueller / Michael Totten
San Joaquin County Office of Education (dba Greater Valley Conservation Corps)
PO Box 213030
Stockton, CA 95213-9030**

or to such other address or individual as either Party may specify from time to time by written notice given by such Party.

- 13. TERMINATION/SUSPENSION.** Either Party may, at any time, terminate this Agreement in whole or in part, by providing the other Party with a 30-day written notice, sent by Certified Mail. If Sponsor terminates for any reason other than an alleged breach of contract, Sponsor will reimburse Contractor those costs not in excess of the amount specified in Exhibit A which were previously incurred by Contractor in good faith in connection with the Services. Except for circumstances beyond the reasonable control of Sponsor, if the Services are suspended, delayed or interrupted by Sponsor and if Contractor is authorized by Sponsor to resume the Services, an equitable adjustment will be made to the amount specified in Exhibit A.

If either Party alleges a breach of contract, the Party alleging the breach shall give written notice thereof to the other Party and the Agreement shall terminate thirty (30) days after issuance of the notice, unless the breach is cured within seven (7) days.

- 14. STANDARD OF CARE.** Contractor agrees that it will perform the Services in a good and workmanlike manner, use sound principles and practices in the performances of the Services to be provided hereunder, and will exercise high standards of skill, care and diligence in the performance of the Services. Contractor shall be responsible for responding to and attempting to resolve any complaints arising from Contractor's performance hereunder. Where Sponsor determines that any complaint should be handled by Sponsor rather than by Contractor, Contractor shall immediately cease in its handling of the complaint and shall cooperate in good faith, and to the extent practical, with Sponsor's handling of the complaint.

- 15. INDEPENDENT CONTRACTOR.** Contractor shall not be deemed to be an agent, employee, partner, or joint venture of Sponsor by virtue of the relationship established hereunder, and Contractor shall have no authority to enter into any agreements or understandings on behalf of Sponsor or to otherwise obligate or bind Sponsor to any contract, obligation, or undertaking whatsoever, except as may be otherwise set forth herein.

Contractor shall at all times be acting and performing as an independent contractor with respect to Sponsor, performing services in accordance with its own judgment as to the method of rendering such service. Contractor shall not be entitled to participate in any benefit plans maintained by Sponsor for its employees, nor shall Sponsor make any deduction for payroll taxes, unemployment or workers compensation insurance, pensions, annuities, or benefits measured by wages, salary or other compensation paid to Contractor. Contractor shall not have any claim against Sponsor for vacation pay, sick leave, retirement benefits, social security, workers compensation, disability or employee insurance benefits or any other employee benefits of any kind or nature. Contractor shall not have the right to assign this Agreement nor appoint any sub-Contractors, unless mutually agreed upon, with terms set forth in writing.

- 16. RELATIONSHIP OF PARTIES:** The sole relationship between the Parties is that of independent contractor, as set forth in this Agreement, and no partnership, joint venture, fiduciary or other relationship is intended or created between the Parties. Contractor understands and agrees that the Parties are sophisticated business persons or entities negotiating and agreeing at arms-length. Contractor represents that Contractor has read and understood each and every term and condition of this Agreement, including any exhibits, and has consulted with, or has had adequate opportunity to consult legal counsel prior to and regarding the terms and conditions of this Agreement, including any exhibits, shall not be subsequently construed against either Party and that this Agreement shall be treated as if mutually drafted by the Parties.
- 17. COMPLIANCE WITH LAWS:** Contractor shall comply with all Federal, State, and local statutes, laws, ordinances, regulations, rules and codes applicable to the Services.
- 18. CONSTRUCTION; SEVERABILITY.** In the event that any provision of this Agreement conflicts with the law under which this Agreement is to be construed or if any such provision is held invalid by a court with jurisdiction over the Parties to this Agreement, (i) such provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the Parties in accordance with applicable law, and (ii) the remaining terms, provisions, covenants and restrictions of this Agreement shall remain in full force and effect.
- 19. REMEDIES.** Except where otherwise specified, the rights and remedies granted to a Party under this Agreement are cumulative and in addition to, and not in lieu of, any other rights or remedies which the Party may possess at law or in equity.
- 20. GOVERNING LAW.** This Agreement shall be governed by, and construed in accordance with, the substantive laws of the State of California, United States.
- 21. MEDIATION/ARBITRATION.** If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties agree first to try, in good faith, to settle the dispute by mediation in Stockton, California, in accordance with the Commercial Mediation Rules of the American Arbitration Association (the "AAA") before resorting to arbitration. The costs of mediation shall be borne equally by both Parties. Any controversy or claim arising out of or relating to, this Agreement, or breach thereof, which is not resolved by mediation, shall be settled by Arbitration in Stockton, California, in accordance with the Commercial Arbitration Rules of the AAA then existing. Any award rendered shall be final and conclusive upon the Parties, and a judgment thereon may be entered in any

court having jurisdiction over the subject matter in controversy. The expenses of the Arbitration shall be borne equally by the Parties to the Arbitration, provided that each Party shall pay for and bear the costs of its own experts, evidence and attorney's fees, except that the arbitrator may assess such expenses or any part thereof against a specified party as part of the arbitration award. Absent written agreement of the Parties to the contrary, the mediation process shall be completed or terminated within thirty (30) days of the initial request for mediation.

22. FORCE MAJEURE. Neither Party shall be responsible for failure to fulfill its obligations under this Agreement (other than obligations relating solely to the payments of money) if such failure is caused by material events beyond such Party's reasonable control such as terrorism, war, sabotage, insurrection, riots, civil disobedience and the like, acts of governments and agencies thereof, labor disputes, accidents, fires or natural disasters. In such event, the delayed Party shall perform its obligations hereunder promptly after the cause of the failure has abated.

23. NO WAIVER. No waiver under this Agreement shall be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. The failure of either Party to insist upon or enforce strict performance by the other Party of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provision or right in that or any other instance.

24. AUTHORITY: The signatories hereto decree that they have full authority to enter into this Agreement on behalf of the Parties to this Agreement.

25. ENTIRE AGREEMENT. This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements of the Parties with respect to the subject matter hereof. Neither Party shall be bound by any term, condition or other provision, which is different from, or in addition to the provisions of this Agreement, (whether or not it would materially alter this Agreement). No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written instrument signed by the Party subject to enforcement of such amendment.

IN WITNESS WHEREOF, Contractor and Sponsor have executed this Agreement effective as of the date set forth at its beginning.

SPONSOR

Town of Discovery Bay
(Parks and Landscape)

By: _____
Print Name: **Dina Breitstein**
Title: **General Manager**
Date:

By: _____
Print: **Bill Engelman**
Title: **Parks and Landscape Manager**
Date:

CONTRACTOR

San Joaquin County Office of Education
(dba Greater Valley Conservation Corps)
Lic# 1075473

By: _____
Print Name: **Nicholas Mueller**
Title: **Director II GVCC**
Date:

By: _____
Print Name: **Michael Totten**
Title: **Program Manager II GVCC**
Date:

By: _____
Print: **Warren Sun**
Title: **Division Director SJCOE OPS**
Date:

**EXHIBIT A
SCOPE OF SERVICES**

This Scope of Services is dated as of **June 15, 2023**, This Scope of Services, together with the Sponsor Agreement, is a contract between the said “Sponsor” and San Joaquin County Office of Education, DBA Greater Valley Conservation Corps. (“Contractor”). The “Agreement”, contains the full and complete understanding of the Parties and supersedes all prior agreements and understandings between the Parties with respect to the entire subject matter of this Scope of Services. Only a written instrument signed by an authorized representative of each Party may amend this Scope of Services.

The Services to be performed by the Contractor are as follows:

Scope of Work

**Below is the proposal for GVCC to provide Bi-weekly service to the following sites and areas.
Note: GVCC will complete all sites Monday – Friday work week 7:00am – 3:30pm**

- **Town of Discovery Bay Street Scape’s**

Site location will be provided by Landscape Manager

SPECIFICATIONS
LANDSCAPING MAINTENANCE SERVICES

1. Apply necessary and appropriate fertilizer to provide proper growth and color. **Materials purchased By GVCC will be billed back to Sponsor.**
2. Control weeds by use of pre and post emergent herbicides in early spring and early fall. Control weeds in sidewalks and driveway seams adjacent to landscaped areas. Control weeds in flower beds by chemical and manual methods. Beds will be raked as necessary to provide a manicured appearance. Control weeds in non-landscaped areas. All application of chemical herbicides and pesticides will be in compliance with the California Healthy Schools Act of 2000. **Materials purchased By GVCC will be billed back to Sponsor.**
3. Keep shrubs trimmed to generally accepted sizes and shapes. Apply fertilizer as necessary.
4. Maintain ground cover. Provide necessary trimming, feeding, and weed control.
5. Provide control of insects and mildew on ornamentals. Serious outbreaks that may require unusual attention may be charged extra **(only with prior consent by purchase order).**
6. Remove all debris generated by landscaping work, including grass clippings. Remove incidental litter when serviced. Blow off sidewalks after each visit. **All debris will be dumped on site. At Discovery Bay Parks and Landscape yard in green waste pile.**
7. Installation of new plants at extra charge **(only with prior consent by purchase order or proposal).**
8. Prune lower branches of trees up to height of eight (8-10) feet. Trim branches and ornamentals away from walkways and parking areas.

(12 WEEKS) 2023-24 (STREET SCAPES)

July 23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 23

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 24

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 24

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

EXHIBIT B
COMPENSATION

Sponsor is to compensate Contractor for the Services in Exhibit A of the Agreement pursuant to the following schedule:

- GVCC will provide a Bi-weekly Landscape service to the Town of Discovery Bay Parks and Landscape Division.
- Weekly rate: \$6,325 x 12 weeks = \$75,900.00

The contract agreed upon will not exceed the lump sum price of **SEVENTY-FIVE THOUSAND NINE HUNDRED DOLLARS AND ZERO CENTS.**

San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps) will invoice The Town of Discovery Bay Parks and Landscape Division on the first of each month. Any questions concerning billing should be brought to the attention of San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps)

P.O Box 213030

Stockton, CA 95213-9030

Attention: Nicholas Mueller

Office: (209) 292-2700



Water and Waste Water Monthly Report
Town of Discovery Bay

Presented June 2023

Safety & Training

Safe Work Days: 22

Additional Training:

Safety Stand Down

How to Report Incidents

Mobile Generators

Weekly Safety Topics:

5/3 – Doing it Right: MCC fire prevention

5/10 – Safety Stand Down, Trips & Falls

5/17 – LSR #1 – moving vehicle pathways onsite w/ contractors

5/31 – Inspection Violation in Dallas PA location

Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active
(Emergency)

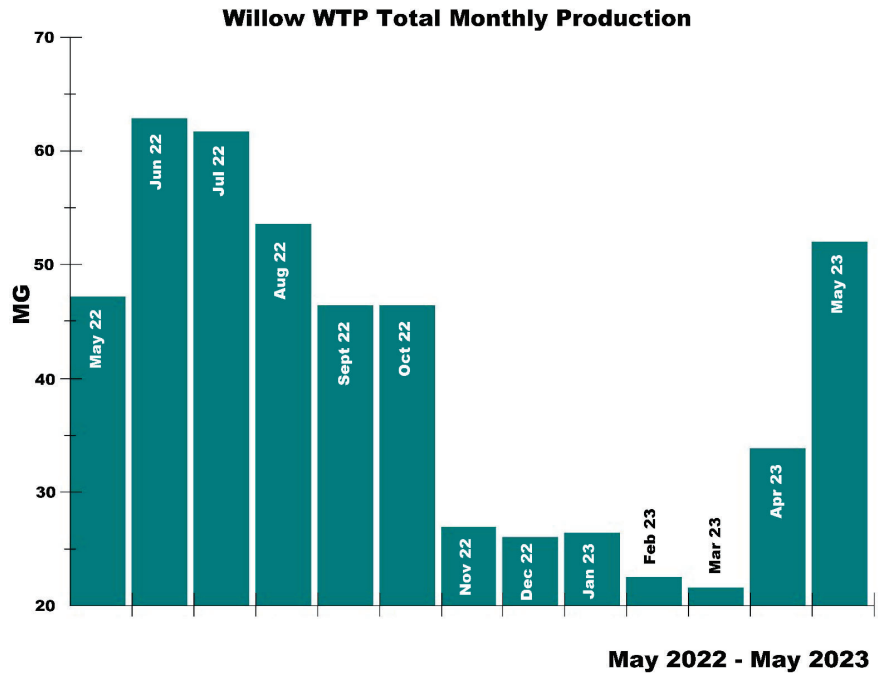
07

Active

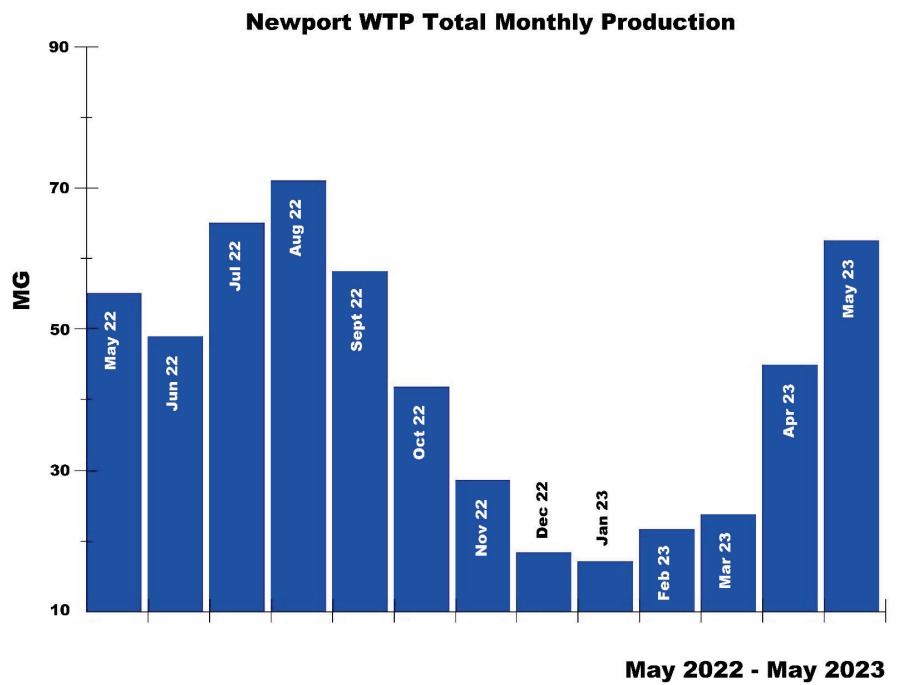
Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	51.98	1,623
Newport WTP	62.52	1,622
TOTAL	114.50	3,245

Water Production - Willow Total Monthly Production



Water Production - Newport Total Monthly Production



Water Compliance

Coliform Samples Collected: 25

Coliform Positive Results: 1

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

Lift Station Status

A

Active

C

Active

D

Active

E

Active

F

Active

G

Active

H

Active

J

Active

R

Active

S

Active

Newport

Active

Lakeshore

Active

Lakes

Active

Lakes 4

Active

Bixler

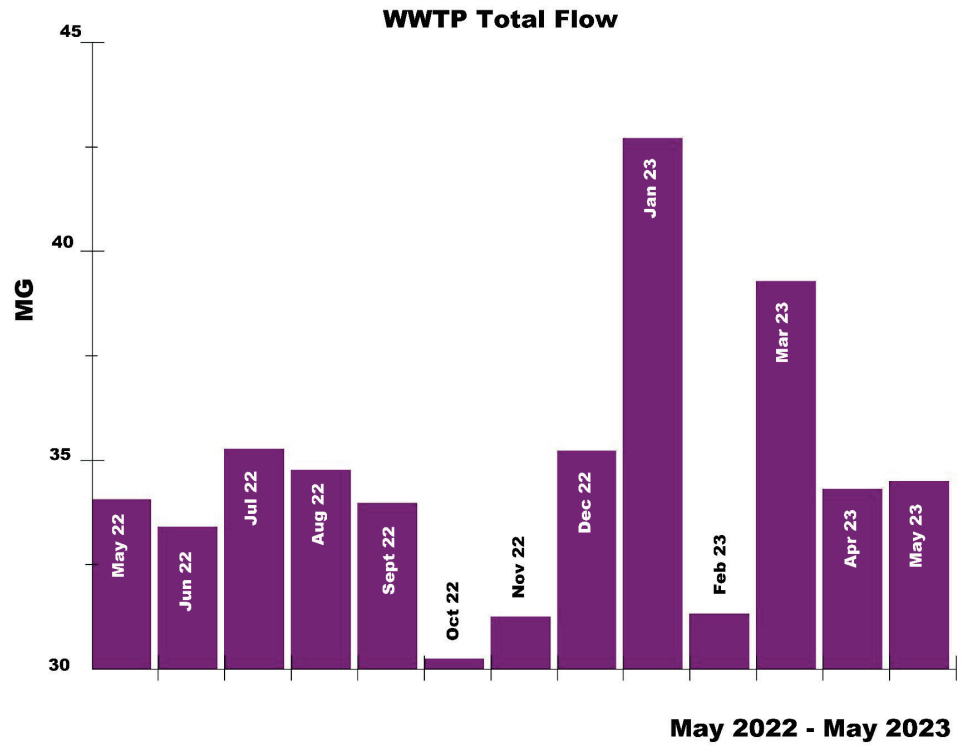
Active

Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	34.50	1.21	1.11
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	34.05	400	0

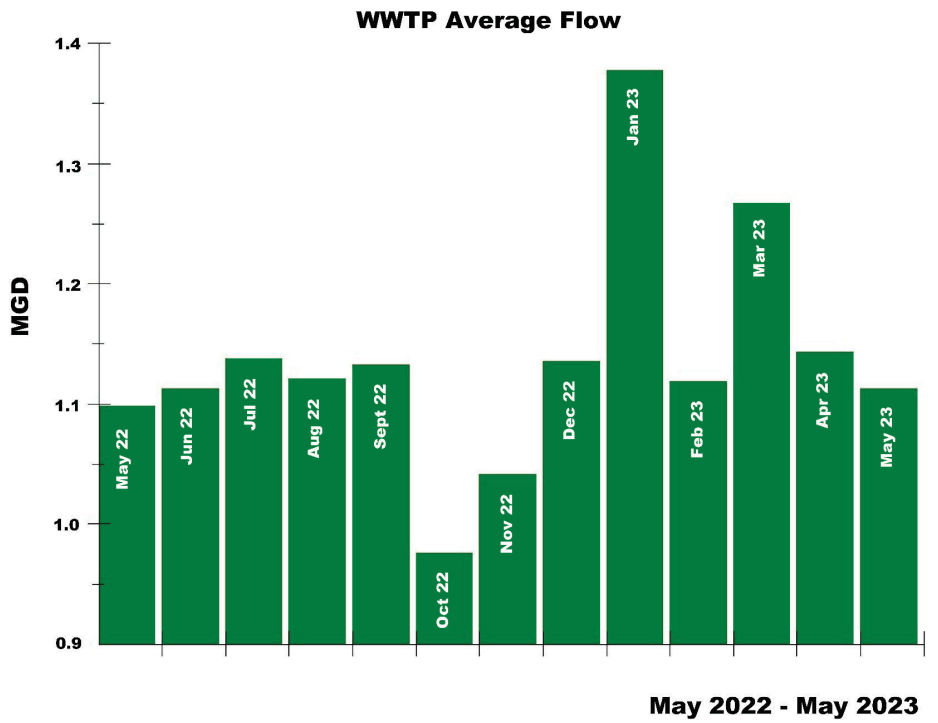
WWTP 2

Total Monthly Flow



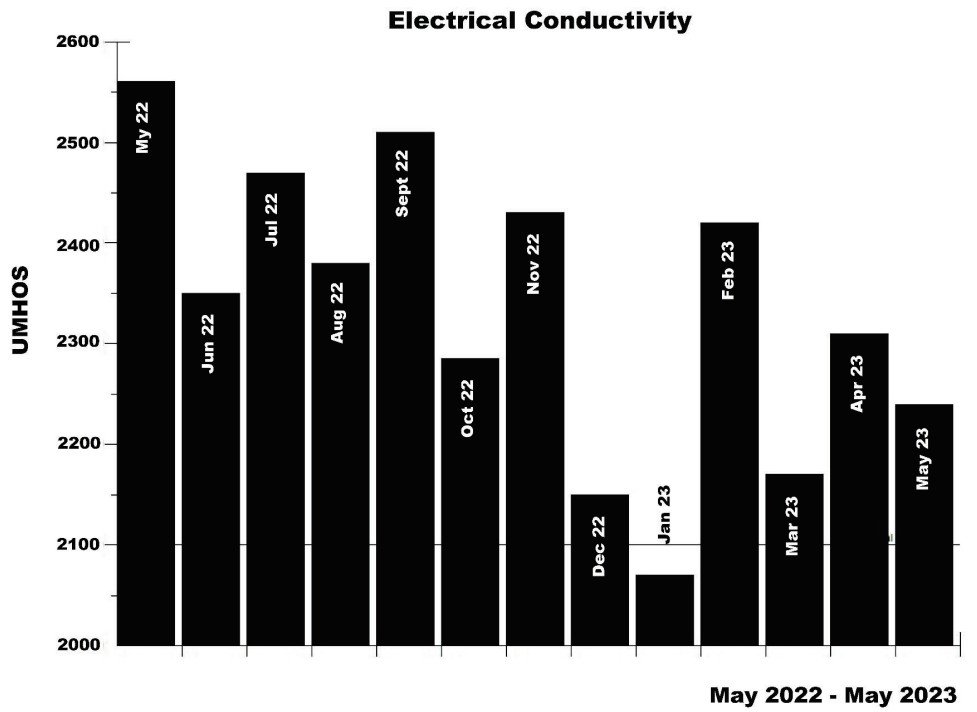
WWTP 2

Average Discharge Flow



WWTP 2

Monthly Conductivity



Wastewater Compliance

Effluent BOD₅, mg/L < 10: **1.5**

Effluent TSS, mg/L < 10: **1.3**

Total Coliform 7 day median < 2.2: **<2**

Total Coliform daily max < 23: **<2**

Eff NTU daily avg < 2: **0**

Eff Ammonia (N), mg/L < 8.4: **ND**

Removal BOD₅, monthly > 85%: **99.2%**

Removal TSS, monthly > 85%: **98.4%**

Conductivity annual avg < 2,400: **2,242**

Nitrates monthly < 38: **28**

Nitrates after denite < 10: **7.8**

**Maintenance
& Improvements**

SSOs: 0

Customer Inquires: 0



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action regarding New District Office and AETypic Contract.

Recommended Action

That the Board of Directors suspend the negotiation of the architectural contract with AET, dissolve the Ad-Hoc Building Committee, and move discussions regarding the new District Offices to the Water and Wastewater Committee.

Executive Summary:

In June of 2021, Luhdorff & Scalmanini (LSCE), the District's water engineering consultant, completed a Risk and Resilience Assessment Report for the Town of Discovery Bay in accordance with the EPA's America's Water Infrastructure Act established in 2018. The report was requested and submitted to the America Water Works Association (AWWA). The report identified that the District Office shared a site with the Well 6 Water Treatment Facility. It found that allowing public access to the District's process facilities increases the risk of accidental or intentional malevolent acts and poses a relatively high vulnerability to the water system and liability for the District. The risk results outlined in the report prompted the Board's decision to create an Ad-Hoc Building Committee to explore various options.

The Ad-Hoc Office Building Committee began exploring relocating the District Office administration operations. The tasks accomplished are listed below:

1. Identify a new site location
2. Interview and recommend an architectural firm to develop three design concepts
3. Advise and review design necessities and features
4. Bring the recommended concept(s) to the Board of Directors.

AETypic was contracted by the District to provide three New Office Building conceptual schemes. In addition to the three concepts, the Ad-Hoc Committee explored remodeling and adding to the Community Center building. Three schemes were designed and reviewed by the Ad-Hoc Committee, with conceptual Scheme A being the recommended plan to bring forward for Board review. The Ad-Hoc committee met several times to guide and review the three schemes. The committee brought the three schemes to the Board of Directors Meeting on May 17, 2023. During that meeting, the Board voted to contract with AETypic to complete architectural and bid document plans for concept Scheme A of the new Office Building and authorize the General Manager to execute any and all contracts therein.

On June 7, 2023, the Board of Directors held an open meeting, where no items were on the agenda to vote on, to hear public comment regarding the District Office Building project. Twenty (20) public commenters stated their opinions on the new office building. When public comment closed, Board discussion opened. The Board of Directors requested staff contact AET and inquire about suspending further contract negotiations. At this point, a contract had not been executed.

It is recommended that the Board do the following:

1. Suspend the contract negotiations with AET,
2. Dissolve the Ad-hoc Building Committee and,
3. Move future discussions regarding the new District Offices to the Water and Wastewater Committee, where the meetings are open to the public.

This project is a water and wastewater project and will be funded by the water enterprise fund and the wastewater enterprise fund, therefore having the project overseen by the water and wastewater committee remains consistent with

the project's funding source. Moving the project to the Water and Wastewater Committee, where the meetings are open to the public, enables the District to be transparent throughout the duration of this project and allows for public engagement. The Water and Wastewater Committee Meetings are agendized and held every first Wednesday of the Month at 5:30 PM at the Community Center or on Zoom when available.

It is recommended that the Board of Directors take the following actions: suspend the negotiation of the architectural contract with AET, dissolve the Ad-Hoc Building Committee, and move discussions regarding the new District Offices to the Water and Wastewater Committee.

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: E1



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Public Hearing. Discussion and Possible Action to Adopt Resolution 2023-16 Adopting the Operating, Capital Improvement, and Revenue Budgets for Fiscal Year 2023-2024

Recommended Action

Open the public hearing on Resolution 2023-16 Fiscal Year 2023-2024 Operating, Capital, and Revenue Budgets, accept any public comments, close the public hearing, and adopt Resolution 2023-16.

Executive Summary

At the Board Meeting on June 8, 2023, the Board of Directors were presented with the fiscal year 2023-24 preliminary budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. The presentation detailed the various components of the budget, including the programs, goals, and milestones.

The budget document continues to reflect the same two-year forecast as has been the case for the past budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. While the Board is presented with a two-year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

Administration, Water & Wastewater Divisions

The FY 2023-24 projected Operations and Maintenance (O&M) expenditures are \$11,018,651.71 and the projected Capital Improvement Projects (CIP) total \$12,806,560.

Lighting & Landscaping Divisions

The FY 2023-24 projected Zone #8 O&M budget is \$956,261.75 with a CIP budget of \$610,000.

The FY 2023-24 projected Zone #9 O&M budget is \$156,844.50 with a CIP budget of \$50,000.

Staff Recommends:

1. Open the public hearing for public comment.
2. Close the public hearing.
3. Adopt Resolution 2023-16.

Previous Relevant Board Actions for This Item

Presentation of the Proposed Budget June 8, 2023

Attachments

1. Resolution 2023-16
2. FY 2023-24 Operating, Capital Improvement Program, and Revenue Budgets.
3. Notice of Public Hearing re Budget FY 2023-24.

AGENDA ITEM: E2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2023-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2023-24**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The Finance Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2023 and ending on June 30, 2024; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2023-24 draft budget, and as may be amended.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2023-24 is hereby adopted.

SECTION 2. The Budget Document for FY 2023-24 is incorporated herein and is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF JUNE 2023.

Ashley Porter
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 21, 2023, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Dina Breitsstein
Board Secretary



*Town of Discovery Bay Community Services District
Contra Costa County, California*



**Town of Discovery Bay Community Services District
Fiscal Year 2023-2024 Proposed Budget**

DRAFT

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Discovery Bay at a Glance

The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 16,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on an 18-hole championship golf course. There are four (4) gated communities, Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District "District" is approximately 9 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the District the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

California's Independent Special Districts are legislatively authorized under California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day-to-day operations of the District.

Population

The census report states the total population in Discovery Bay to be just under 16,000 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing seven million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total

water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia North America. Under a multi-year agreement with the District.

Parks and Landscaping Services

The District maintains all the public parks and landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the District, with the remaining three (3) owned by Contra Costa County and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the Discovery Bay entrance from Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood)

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35

Zone 35 is owned by Contra Costa County but is maintained by the Town of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian

pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57

Zone 57 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61

Zone 61 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a significant portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a part of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Community Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay, and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping, parks and recreation. While the District does not have the jurisdiction or authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Kevin Graves, Ashley Porter, Bryon Gutow, Carolyn Graham, Michael Callahan

Board Position and Term

President Ashley Porter	12/2022 to 12/2026
Vice-President Michael Callahan	12/2020 to 12/2024
Director Kevin Graves	12/2022 to 12/2026
Director Bryon Gutow	12/2022 to 12/2026
Director Carolyn Graham	12/2020 to 12/2024

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or “CSD.” In unincorporated areas such as Discovery Bay, basic services like water, sewer, law enforcement and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

The Town of Discovery Bay Community Services District provides domestic water supply, treatment, and delivery, as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads.

Our Community Center and parks are a recreational hub with pickleball, tennis, swimming, dog park, Zumba, soccer, and many other year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there’s a lot to do in Discovery Bay!

Discovery Bay is a great place to not only “Live Where You Play,” but it is also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chamber’s website at www.discoverybaychamber.org for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$25.6 million for the Fiscal Year 2023-24. The Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where we can enjoy the many qualities of life we all like in a small town. Please join us at one of our Board of Directors’ meetings that are held the first and third Wednesday of the month at 7:00 p.m. Each meeting agenda is posted on the Town’s website: www.todb.ca.gov. The District Office can be reached during normal business hours at (925) 634-1131 or visit the main office at 1800 Willow Lake Road, Discovery Bay CA 94505. Remember to Like us on Facebook and Instagram!

Sincerely,

Dina Breitstein, General Manager

Finance Services Department

The Town of Discovery Bay CSD Finance Services Department operates under the Board of Directors who are the policy-making body of the District. The General Manager serves as the Administrative head and Treasurer of the District. The Finance program operates a governmental accounting, reporting, and records maintenance system that provides financial information to management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. The Finance Services Department also has the responsibility for coordinating all external auditing functions.

The finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB).

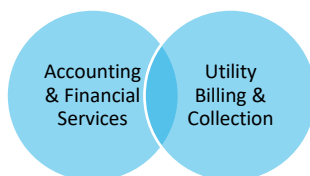
The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider to assure compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit findings
- ✓ Structurally balanced budget
- ✓ Sufficient Reserves
- ✓ Successful Bond Financing for Denitrification and Well 8 projects.
- ✓ Moved Town Treasury services away from Contra Costa County Treasury
- ✓ Changed Banks

Goals

- Ensure expenditures are consistent with adopted policies
- Move towards paperless documentation. Continue implementation and updating technologies to increase efficiencies to ensure accurate reporting
- Move Business Credit Cards to new Bank
- Invest dormant funds



Water & Wastewater Services Department

WATER

This Program provides water production, treatment and distribution to over 6,000 homes and businesses. Specifically, the Water Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning the Town’s water systems. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue water misuse observed in the field. The program also assists with the development of water quality educational materials and outreach.

The Water Utility function maintains and operates automated water meters for the District’s 6,000+ water accounts. The technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows customers to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> is a tool for account holders to monitor daily water usage data and learn ways to conserve.

WASTEWATER

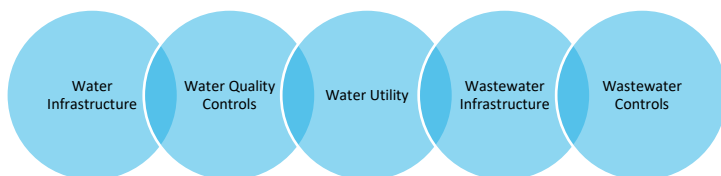
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town’s wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. This program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Finished the Edgeview Pipeline Project.
- ✓ Completed Willow Lake and Newport water treatment Filters B.
- ✓ New Vac-Truck.
- ✓ Replaced Clipper Drive Wastewater Pipeline

Goals

- Continue construction of the Denitrification project.
- Complete Outfall Diffuser Project.
- Water Treatment Filters A rehab at Newport and Willow.
- Complete Underwater Pipeline Projects



Lighting and Landscaping Services Department

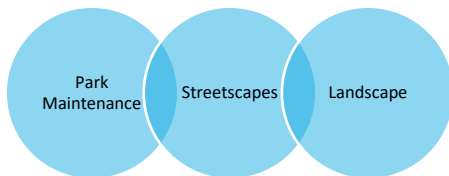
The Parks and Landscaping Program provides for the planning, maintenance and capital needs of the parks and landscaping network in Discovery Bay. Specifically, the Parks and Landscaping Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning Town parks and landscaping matters. This program offers a comprehensive maintenance and rehabilitation program for five (5) parks and the streetscapes inside Discovery Bay. The maintenance and rehabilitation program include repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park and Ride. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces plants and trees to provide health, vitality and visual appeal as well as manage annual inventory lists to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Dryscaping Discovery Bay Blvd medians
- ✓ Dryscaping Zone 57 parking area landscapes
- ✓ Per Capita “Grant” - Prop 68 awarded

Goals

- Clipper Drive enhancements
- Complete Prop 68 ‘Per Capita’ Grant Projects at Cornell Park
- Slifer Park basketball court resurfacing
- Zone 35 enhancements



Recreation Services Department

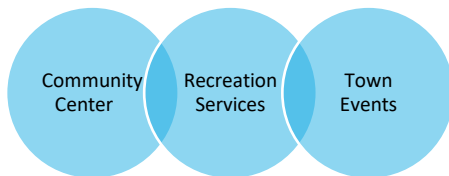
Recreation Services provides community-based and age-appropriate recreational programming. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Pool furniture and umbrellas purchased
- ✓ Purchased and installed new windscreens on all tennis and pickleball courts at Community Center
- ✓ Dog park drainage repairs
- ✓ Activity Guide distributed digitally resulting in annual savings
- ✓ Tennis courts resurfacing continued this fiscal year
- ✓ Installed security cameras and lighting at Community Center for safety
- ✓ Golf cart parking
- ✓ Flick and Float & Summer Jam Concerts
- ✓ Paint Nights
- ✓ Boater safety classes

Goals

- Building Swim clinics
- Hiring lifeguards for a successful aquatics season
- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings
- Continue the development and expansion of community relationships with local groups
- Wall ball revitalization project
- Landscape project new north side of the community center building



District Consultants

General Counsel

Law Office of Neumiller & Beardslee

The District's General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The General Counsel investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director's General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices.

<http://neumiller.com/>

Luhdorff & Scalmanini Consulting Engineers (Water)

Luhdorff & Scalmanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems.

<http://lsce.com/>

Herwit Engineering (Wastewater)

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals, and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Champion diversity and inclusion

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Budget Message

Dear Board of Directors,

I am honored to submit to the Town of Discovery Bay Board of Directors the District's financial plan for the fiscal period July 1, 2023, through June 30, 2024. The annual Revenue, Operating, and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each manager was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year.

Several major projects are expected to continue or commence this year, including a water well, the state-mandated denitrification project, mainline pipe replacements, Well #8 project and lift station upgrades. The District formed an ad hoc committee to assess the relocation of the office building which is currently located on Willow Lake Road. The Lighting and Landscaping department will be working on the upgrade of Cornell Park under the Prop 68 'Per Capita' Grant along with the renovation of Clipper Drive. District security continues to be an ongoing project to ensure our cybersecurity and assets are protected.

The District obtained bond financing of \$16.86 million to fund the planning and construction of Well 8 and partially fund the denitrification project. Bi-annual debt service payments will began December 1, 2022. The District's credit rating remains at a "AA" rating which enables us to acquire lower interest rates.

From an operational standpoint, the District continues to operate efficiently and in a manner that is financially prudent. The water and wastewater departments continue to refine their perspective capital plans into the future to enable timely replacement and funding of aging infrastructure.

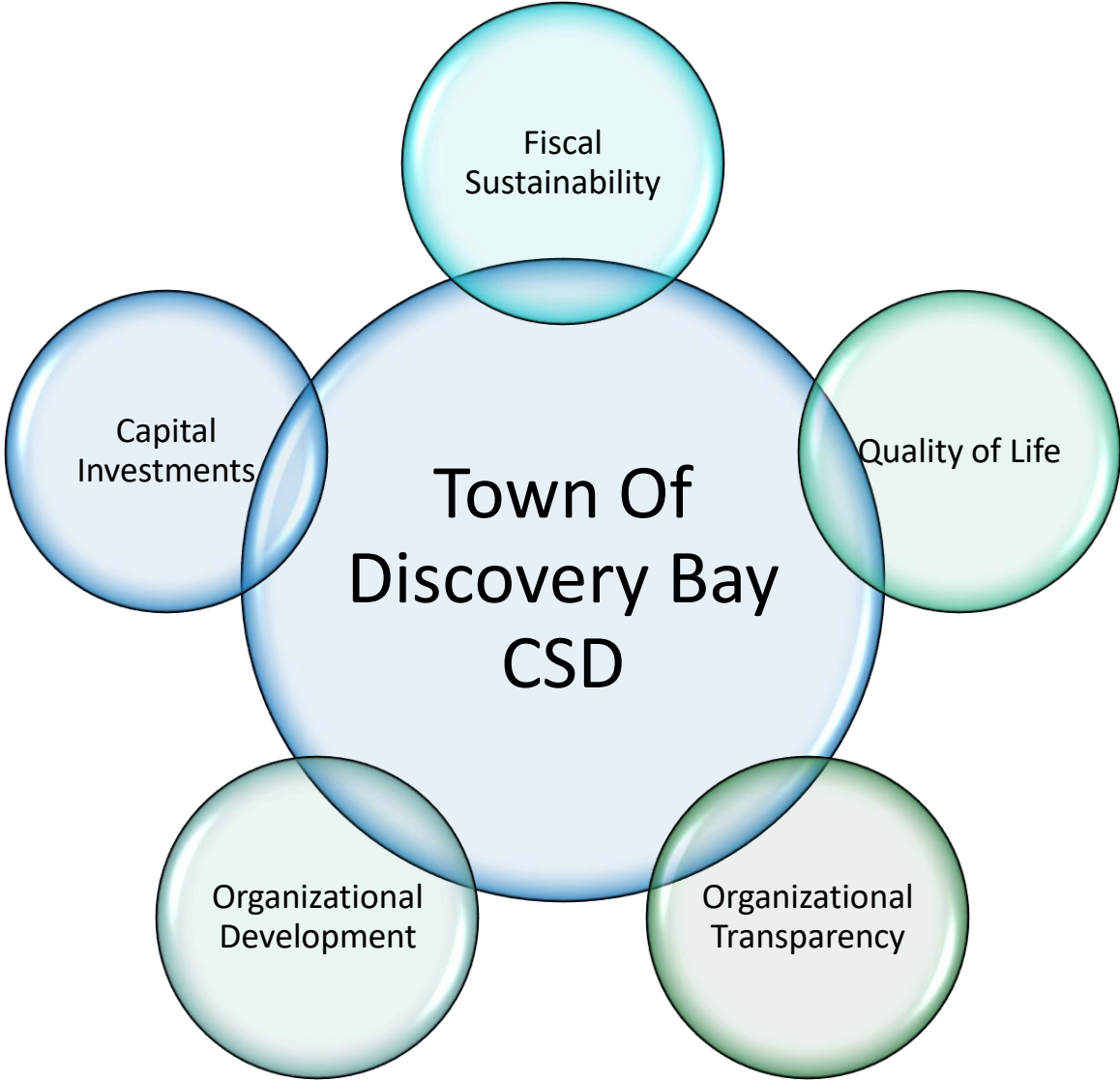
I am pleased to present a budget where the District's operating and infrastructure necessities are met while offering a strategic look at the overall assets of the District. Staffing levels meet projected needs; ongoing training continues to improve service levels and financial management policies continue to guide the District in decision-making that is grounded and consistent over time.

I would like to thank the District staff for their contributions toward producing the budget. I am delighted to work with employees that care deeply about the Town of Discovery Bay. I, along with staff, look forward to serving the community, executing the District's capital projects, and working together to build and maintain long-term fiscal sustainability.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future, I expect that the District will continue to remain resourceful, innovative, and successful.

Respectfully submitted the Fiscal Year 2023-2024 Town of Discovery Bay, CSD Preliminary Budget

Strategic Goals



Goals, Objectives, and Action

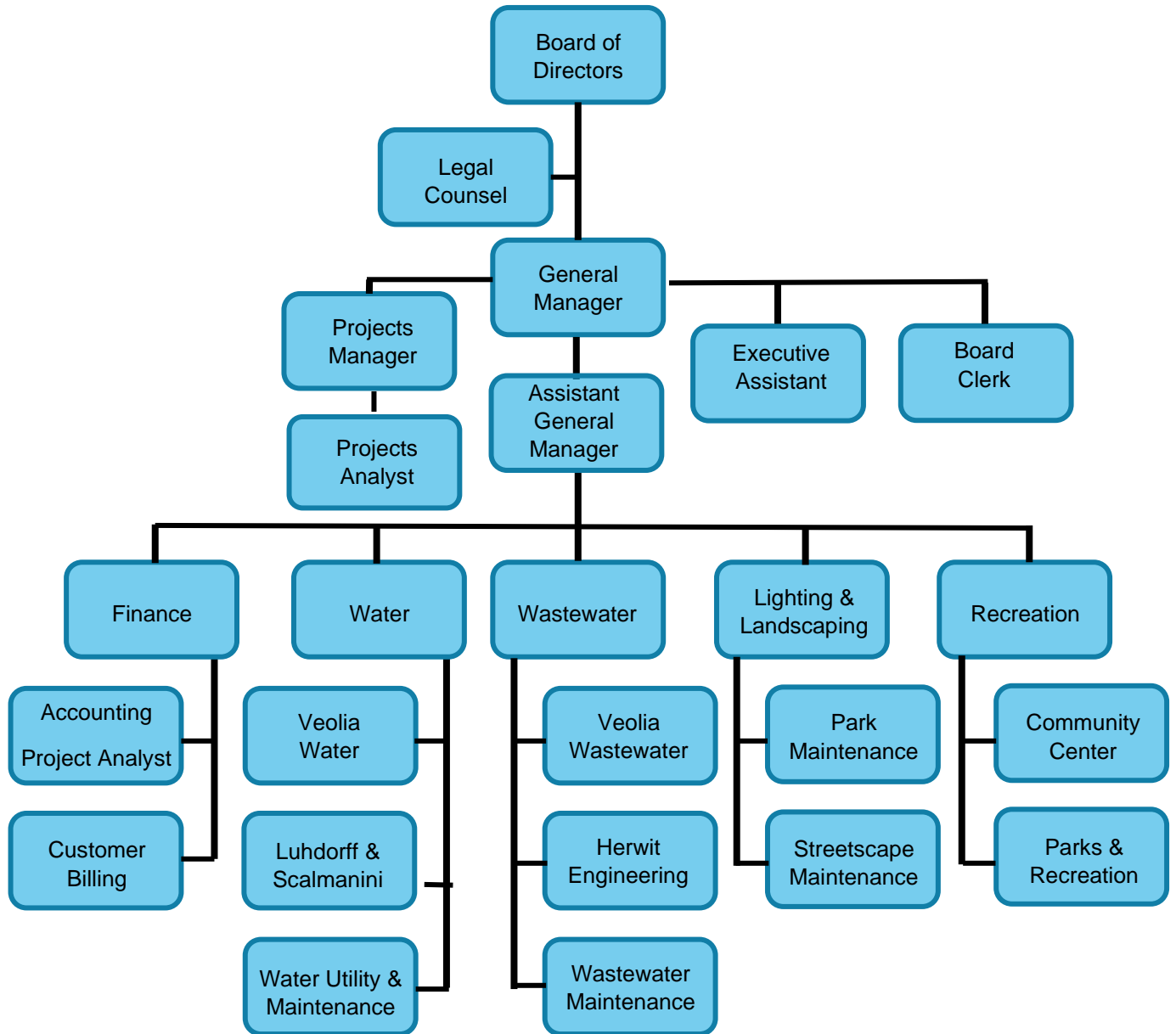
Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct a quarterly review and make adjustments as needed
Quality of Life	<ul style="list-style-type: none"> • Focus on key services, programs, and activities for seniors and youth. • Partner with service clubs to promote community-wide events • Maintain and expand parks throughout the community 	<ul style="list-style-type: none"> • Provide quarterly reports on activities for youth, seniors, and park & recreation programs
Organizational Transparency	<ul style="list-style-type: none"> • Post key information on the District’s website • Use media to inform and engage the public • Prepare the budget in a user-friendly, informative & transparent format 	<ul style="list-style-type: none"> • Post all agendas, reports, and contracts on the District’s website • Post all policy documents and resolutions on the website • Prepare the budget in a user-friendly, informative & transparent format
Organizational Development	<ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services • Provide training and resources to sustain a talented workforce • Maintain accountability and recognition of employees 	<ul style="list-style-type: none"> • Prepare a long-term staffing plan • Develop training of key management and supervisory staff • Uphold and maintain safety training
Capital Investments	<ul style="list-style-type: none"> • Prioritize and evaluate needed capital investments 	<ul style="list-style-type: none"> • Deliver capital projects on time and within budget • Seek funding opportunities to fund infrastructure projects • Continuous updates to District master plans

Authorized Positions

Current and Future Positions

Position Title	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
Office Assistant	2	2	2	2
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Accounting/Project Analyst	0	0	1	1
Accountant	1	1	1	0
Water Services Technician I	2	2	2	2
Water Services Technician II	1	1	1	1
Parks & Maintenance Worker I	1	1	1	1
Parks & Maintenance Worker II	2	2	2	2
Parks & Maintenance Worker III	1	1	1	1
Recreation Programs Supervisor	1	1	1	1
Parks & Landscape Manager	1	1	1	1
Water & Wastewater Manager	1	1	1	1
Finance Manager	1	1	1	1
Projects Manager	1	1	1	1
Assistant General Manager	1	1	1	1
General Manager	1	1	1	1
Total	20	20	21	20

Organizational Chart by Department



Salary & Wages

	Range #	Bottom Step Hourly	Biweekly	Monthly	Top Step Hourly*	Biweekly	Monthly
100 Series – Temporary/Intermittent Staff							
Recreation Leader I	100	15.00	1,200	2,600	15.20	1,216	2,635
Recreation Leader II	105	15.25	,220	2,643	15.45	1,236	2,678
Lifeguard	110	15.50	1,240	2,687	15.90	1,272	2,756
Lifeguard/Swim Instructor and Recreation Leader III	115	16.00	1,280	2,773	16.40	1,312	2,843
Pool Supervisor	125	17.50	1,400	3,033	18.30	1,464	3,172
200 Series – Non-Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Park/Landscaper/Maintenance I	220	23.85	4,134	49,604	26.98	4,677	56,123
Park/Landscaper/Maintenance II	235	28.37	4,917	59,010	32.10	5,564	66,764
Park/Landscaper/Maintenance III	250	31.30	5,426	65,111	35.42	6,139	73,668
Office Assistant/Customer Service Representative A	225	24.44	4,236	50,838	27.65	4,793	57,518
Office Assistant/Customer Service Representative B	230	26.97	4,675	56,102	30.52	5,290	63,475
Account Clerk	240	29.07	5,039	60,464	32.89	5,701	68,409
Administrative Assistant/Parks-Recreation Assistant A	245	29.78	5,162	61,939	33.69	5,840	70,079
Administrative Assistant/Parks-Recreation Assistant B	260	32.87	5,698	68,371	37.19	6,446	77,356
Sr. Account Clerk	255	32.10	5,564	66,763	36.32	6,295	75,537
Accountant I	275	33.90	5,875	70,505	38.35	6,647	79,769
Executive Assistant A	270	37.21	6,450	77,402	42.10	7,298	87,574
Executive Assistant B	280	41.09	7,122	85,464	46.49	8,058	96,695
Water Tech I	210	25.69	4,453	53,437	29.07	5,038	60,459
Water Tech II	270	37.21	6,450	77,402	42.10	7,298	87,574
Water Tech III	280	41.66	7,221	86,652	45.98	7,971	95,648
Project Analyst	285	40.34	6,992	83,909	47.95	8,312	99,742
Series 300: Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Recreation Programs Supervisor	300	36.31	6,293	75,518	46.48	8,056	96,670
Manager: Parks/Landscape	345	45.78	7,936	95,226	57.18	9,910	118,925
Managers: Finance; Water/Wastewater	350	46.66	8,089	97,062	58.28	10,101	121,217
Series 400: Senior Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Assistant General Manager	400	56.01	9,708	116,499	69.95	12,124	145,491
Projects Manager	425	83.87					
General Manager							Contract

Minimum Wage Adjustment

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Temporary & Intermittent Staff Salary Range Table.

	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader I	15.00	15.05	15.10	15.15	15.20
Recreation Leader II	15.25	15.30	15.35	15.40	15.45
Lifeguard	15.50	15.60	15.70	15.80	15.90
Lifeguard/Swim Instructor & Rec Leader III	16.00	16.10	16.20	16.30	16.40
Assist. Pool Supervisor	16.50	16.70	16.90	17.10	17.30
Pool Supervisor	17.50	17.70	17.90	18.10	18.30

Proposed Minimum Wage Increase January 2024

	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader I	15.50	15.50	15.75	16.00	16.25
Recreation Leader II	16.25	16.25	16.50	16.75	17.00
Lifeguard	16.50	16.50	16.75	17.00	17.25
Lifeguard/Swim Instructor & Rec Leader III	17.50	17.50	17.75	18.00	18.25
Assist. Pool Supervisor	18.50	18.50	18.75	19.00	19.25
Pool Supervisor	19.50	19.50	19.75	20.00	20.25

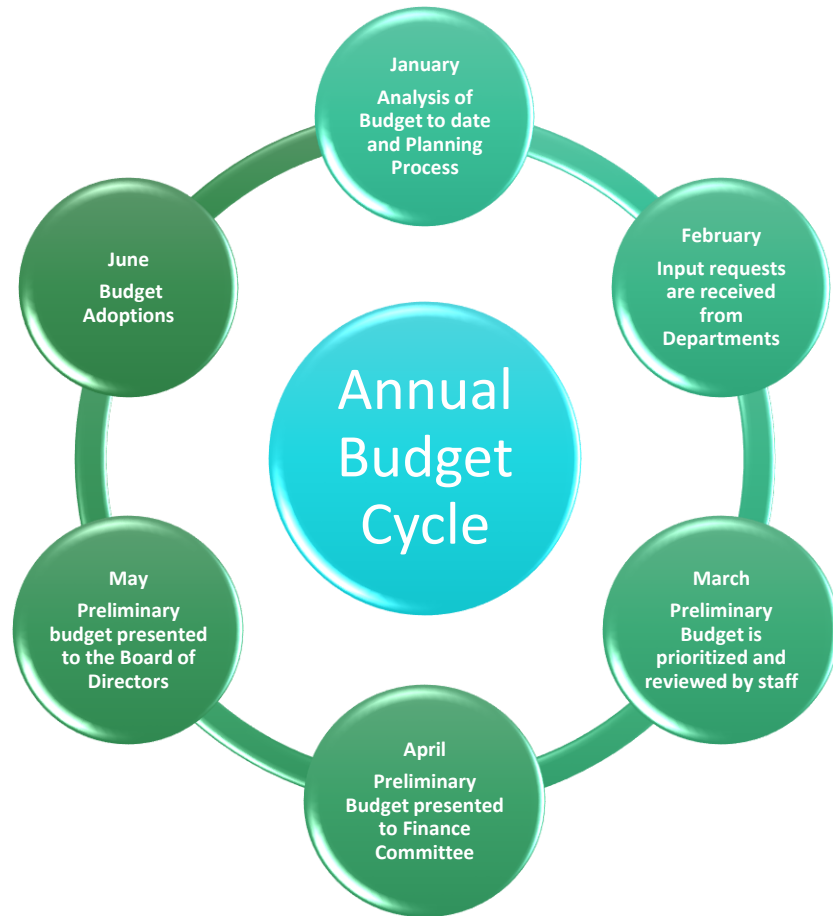
The Budget Process

Fiscal Years 2023 & 2024

2 Year Budget Build

The Budget is a spending management plan for the District’s financial resources. Through the use of these resources, services are provided to meet the needs of the Town of Discovery Bay’s residents.

The District’s annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year’s budget, which helps to determine the base budget for the following year, including capital projects.

February: Budget guidelines and instructions are distributed to each Department Manager. Department Managers meet with Finance Manager to discuss their budget requests.

March: Department Managers meet with the Finance Manager to review the preliminary budget, the budget is prioritized, refined, and compiled into the preliminary budget to present to the Finance Committee.

April: Preliminary Budget is presented to Finance Committee for input and guidance.

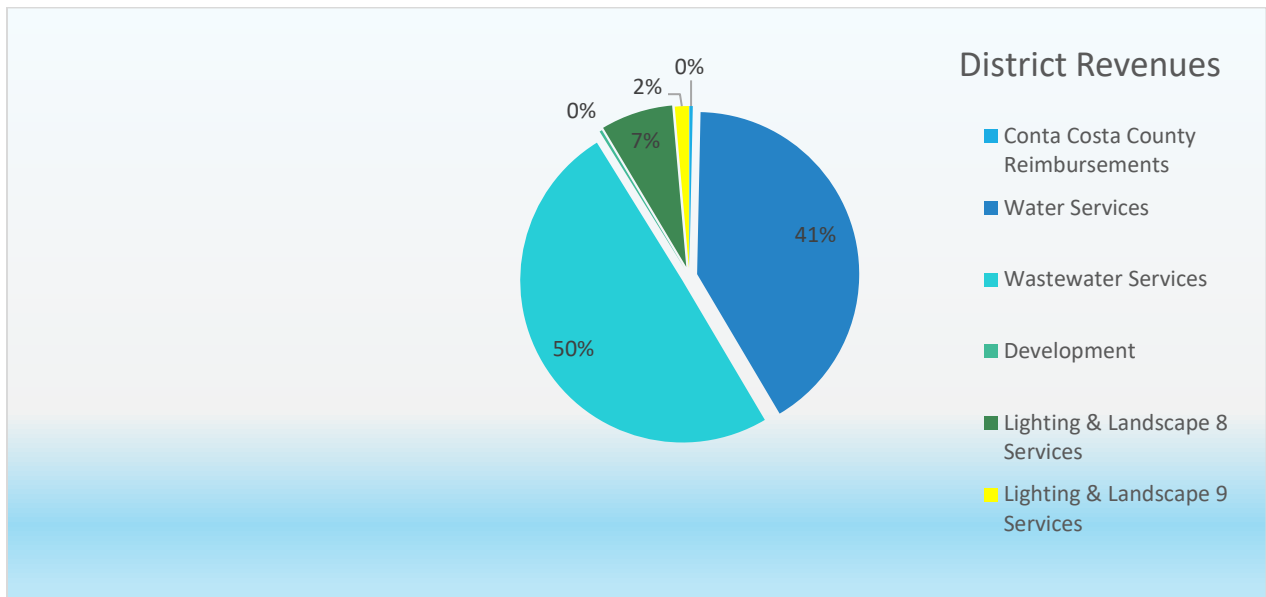
May: The preliminary budget is presented to the Board of Directors at the Budget Workshop; Finance Manager completes final budget.

June: The final budget is presented and adopted by the Board of Directors.

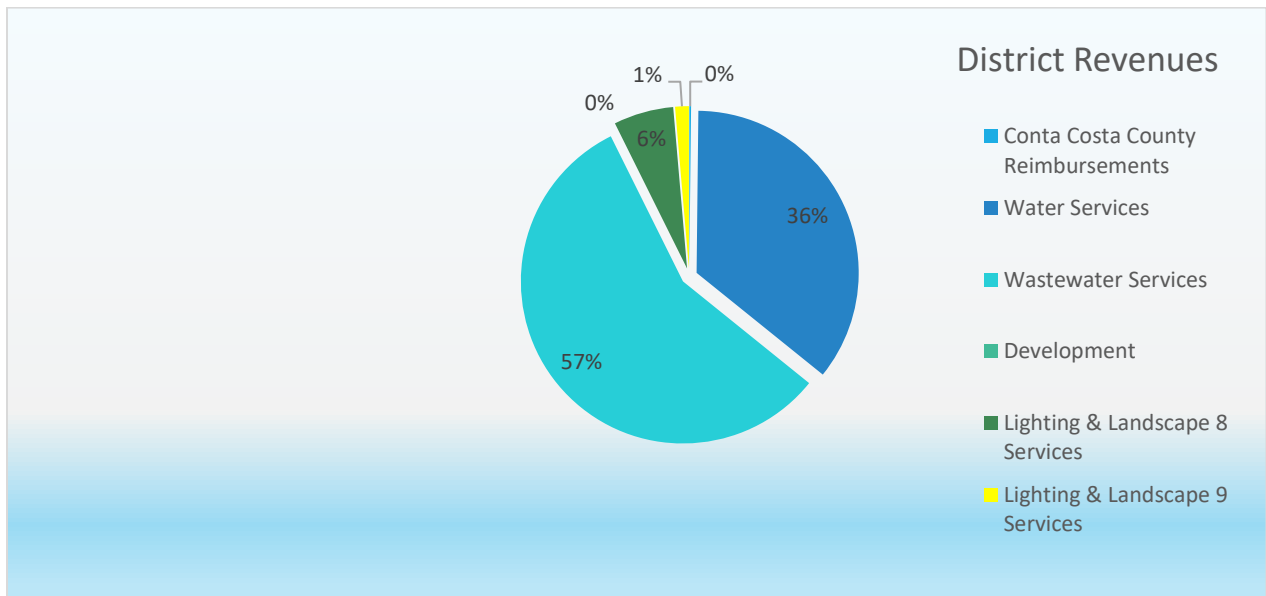
Budget Overview

The Town of Discovery Bay supports the Water Department, Wastewater Department, two Lighting and Landscaping Department Zones 8 & 9 and Special District Administration (Zone 35, 57, 61). Data is for budget year 2023-2024.

District Revenue



District Expenditures



Special District Administration Services Revenue, Operations & Maintenance, and Capital Improvements

The Special District Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive and two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Contra Costa County Engineering Budgets for Zone 35, 57 and 61

Town of Discovery Bay Routine Maintenance Budget

2023-24 Budget for LL-2 Zone 35

Vehicle Fuel/Oil	\$8,000
Grounds Maintenance	\$5,000
Town of Discovery Bay - Payroll	\$10,000
Utilities - Street	\$100
TOTAL	\$23,100

2023-24 Budget for LL-2 Zone 57

Vehicle Fuel/Oil - Park	\$14,500
Vehicle Fuel/Oil - Street	\$6,000
Grounds Maintenance - Park	\$7,000
Grounds Maintenance - Street	\$4,000
Town of Discovery Bay - Park Payroll	\$20,000
Town of Discovery Bay - Street Payroll	\$12,000
Utilities - Street	\$200
TOTAL	\$63,700

2023-24 Budget for LL-2 Zone 61

Vehicle Fuel/Oil - Street	\$60,000
Vehicle Fuel/Oil - Park	\$30,000
Grounds Maintenance - Street	\$15,000
Grounds Maintenance - Park	\$10,000
Town of Discovery Bay - Street Payroll	\$75,000
Town of Discovery Bay - Park Payroll	\$33,000
Utilities - Street	\$1,000
TOTAL	\$224,000

Revenue & Expenditure Details (see next page Budget Worksheet – BUDGET BOOK Pg. 1)

Report Criteria:

- Accounts to include: With balances
- Print Fund Titles
- Page and Total by Fund
- Exclude Accounts: All
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2021-22 Prior year Actual	2022-23 Current year Budget	2022-23 Current year Actual	Remaining	2023-24 Future year Budget	2024-25 Future year 2 Budget
Administration							
Administration Revenue							
10-31-5226	Landscape Reimbursable	63,035.78	35,000.00	41,906.84	6,906.84-	42,300.00	44,500.00
10-31-6080	Park Enhancement Fee	.00	.00	7,220.00	7,220.00-	.00	.00
Total Administration Revenue:		63,035.78	35,000.00	49,126.84	14,126.84-	42,300.00	44,500.00
Administration Expenditures							
10-41-7529	Landscape Related Reimbursable	65,532.68	35,000.00	39,579.49	4,579.49-	42,300.00	44,500.00
Total Administration Expenditures:		65,532.68	35,000.00	39,579.49	4,579.49-	42,300.00	44,500.00
Administration Revenue Total:		63,035.78	35,000.00	49,126.84	14,126.84-	42,300.00	44,500.00
Administration Expenditure Total:		65,532.68	35,000.00	39,579.49	4,579.49-	42,300.00	44,500.00
Net Total Administration:		2,496.90-	.00	9,547.35	9,547.35-	.00	.00

Capital Improvements

Capital Improvements are planned by Contra Costa County Public Works Department. For Fiscal year 2023-2024 the following projects are planned

- Zone 35 - add ballast lighting to the walking path.
- Zone 57 – Addition of a new play structure.
- Zone 61 - refurbish the basketball court at Slifer park.

Special District Administration Services Notations

Contra Costa County increased the budgets for the Landscaping & Maintenance Zones 35, 57 and 61 by an aggregate of \$8,500 from the 2022/2023 budget. The District is continuing with its review of these zones and the sustainability to financially maintain them.

	2022-2023 Budget	2023-2024 Budget	YoY Variance
Zone 35	25,100	23,100	(2,000)
Zone 57	61,200	63,700	2,500
Zone 61	216,000	224,000	8,000

Separate payroll and vehicle budgets are no longer included the wastewater department. The expenses are paid out and reimbursed to wastewater monthly. Any amounts due from the county at 6/30/2023 will be recorded in Accounts Receivable for the wastewater department.

Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table identifies the various sources of revenue that are anticipated during the next fiscal year. The primary source of the water revenue is derived from monthly volume water usage.

Revenue & Expenditure Details (see next page Budget Worksheet – BUDGET BOOK Pgs. 2-3)

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Account Number	Account Title	2021-22 Prior year Actual	2022-23 Current year Budget	2022-23 Current year Actual	Remaining	2023-24 Future year Budget	2024-25 Future year 2 Budget
Water							
Water Revenue							
20-31-5102	SEC Collections Account Charge	1,573,534.68	1,598,309.68	850,183.27	748,126.41	1,627,047.28	1,655,784.88
20-31-5145	Meter Installation Fee	336,196.11	335,218.00	250,781.85	84,436.15	335,218.00	335,218.00
20-31-5151	Grant	67,569.63	.00	.00	.00	.00	.00
20-31-5179	Misc-Water Service Fees	17,603.90	10,000.00	27,108.65	17,108.65-	25,000.00	25,000.00
20-31-5195	Interest Income	.00	.00	5,900.94	5,900.94-	137,500.00	137,500.00
20-31-5226	Water Meter Rental	525.00	500.00	900.00	400.00-	500.00	500.00
20-31-5243	Other	29,967.79	10,000.00	97,982.06	87,982.06-	25,000.00	25,000.00
20-31-6000	Water Charges	2,809,584.02	2,901,000.00	1,836,861.13	1,064,138.87	2,901,000.00	2,959,020.00
20-31-6030	Connection Fees CIP	100.00	6,000.00	900.00	5,100.00	200.00	200.00
20-31-6045	Capacity Fee CIP	4,850.00	15,000.00	25,240.00	10,240.00-	7,500.00	7,500.00
20-31-6046	Permit Fee	.00	5,000.00	500.00	4,500.00	200.00	200.00
20-31-6047	Inspection Fee	160.00	5,000.00	800.00	4,200.00	200.00	200.00
20-31-6086	Meter Charge-Commercial	88,288.11	85,000.00	67,294.31	17,705.69	85,000.00	90,000.00
Total Water Revenue:		4,928,379.24	4,971,027.68	3,164,452.21	1,806,575.47	5,144,365.28	5,236,122.88
Water Expenditures							
20-41-7000	Salary & Wages	506,031.61	592,102.76	320,589.63	271,513.13	690,012.99	724,513.64
20-41-7001	Overtime	2,079.32	2,000.00	1,451.59	548.41	2,000.00	2,000.00
20-41-7003	ER Taxes	34,437.56	59,210.28	25,775.05	33,435.23	69,001.30	72,451.36
20-41-7030	Group Insurance	94,442.31	110,000.00	56,608.19	53,391.81	100,000.00	110,000.00
20-41-7045	Workers Comp	9,488.51	19,200.00	18,474.88	725.12	19,320.00	20,286.00
20-41-7060	457 B/401a Plans	26,379.00	30,000.00	14,104.40	15,895.60	30,000.00	30,900.00
20-41-7075	Reimbursement of Wages	.00	.00	6,000.00-	6,000.00	.00	.00
20-41-7105	Reimbursement of Insurance	44,549.00-	40,000.00-	.00	40,000.00-	40,000.00-	40,000.00-
20-41-7135	Vacation	12,516.84-	.00	.00	.00	.00	.00
20-41-7150	Temporary Employees	35,808.65	3,000.00	34,967.11	31,967.11-	3,000.00	3,000.00
20-41-7165	Board of Directors Compensatio	12,696.00	22,500.00	12,921.73	9,578.27	22,500.00	22,500.00
20-41-7180	Training Conferences Travel	5,365.96	31,000.00	7,591.68	23,408.32	30,000.00	30,000.00
20-41-7181	Travel & Meetings - BOD	98.89	.00	.00	.00	.00	.00
20-41-7225	Memberships	13,747.35	9,000.00	6,686.69	2,313.31	15,000.00	15,000.00
20-41-7255	TODB Sponsored Events	.00	10,000.00	.00	10,000.00	10,000.00	10,000.00
20-41-7271	Consulting Services	255,040.24	285,700.00	101,608.51	184,091.49	261,124.00	257,500.00
20-41-7272	Water Service Contract	701,917.96	720,000.00	479,585.83	240,414.17	745,000.00	767,350.00
20-41-7276	Contract Mailing	38,581.10	47,000.00	29,297.72	17,702.28	47,000.00	49,350.00
20-41-7280	Veolia Pass-Thru Expenses	532,295.83	132,500.00	27,745.48	104,754.52	100,000.00	100,000.00
20-41-7286	Legal - General	34,804.76	70,000.00	2,600.90-	72,600.90	50,000.00	50,000.00
20-41-7288	Legal - Litigation	.00	10,000.00	.00	10,000.00	10,000.00	10,000.00
20-41-7301	Annual Audit Services	12,233.00	15,000.00	.00	15,000.00	18,000.00	18,540.00
20-41-7316	Election Expense	.00	6,000.00	5,305.51	694.49	6,000.00	.00
20-41-7317	Advertising	105.48	2,000.00	.00	2,000.00	2,000.00	2,000.00
20-41-7318	Public Relations	.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
20-41-7319	Internet Website	1,920.00	4,800.00	1,536.00	3,264.00	4,800.00	4,800.00
20-41-7325	Water Conservation	.00	.00	.00	.00	10,000.00	10,000.00
20-41-7345	Public Communications and Noti	.00	2,400.00	141.18	2,258.82	2,400.00	2,400.00
20-41-7361	Telephone - general	4,306.17	5,750.00	2,965.81	2,784.19	5,750.00	5,922.50
20-41-7362	Telecom - networking	7,480.67	5,600.00	6,115.30	515.30-	10,000.00	10,000.00
20-41-7363	Telephone - cellular	3,798.90	6,000.00	2,646.25	3,353.75	6,000.00	6,000.00
20-41-7376	Construction Material Repair	50,910.10	137,500.00	26,666.10	110,833.90	137,500.00	137,500.00
20-41-7392	Vehicle & Equipment - Fuel	11,050.05	15,000.00	8,175.02	6,824.98	15,000.00	15,450.00
20-41-7393	Vehicle & Equipment Sup & Rep	5,213.35	6,000.00	5,769.12	230.88	7,000.00	7,000.00
20-41-7404	Water Meter and Registers	371,567.67	70,000.00	59,613.47	10,386.53	80,000.00	80,000.00
20-41-7406	General Repairs	431,550.19	450,000.00	596,140.93	146,140.93-	750,000.00	750,000.00

Account Number	Account Title	2021-22	2022-23	2022-23	Remaining	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual		Future year Budget	Future year 2 Budget
20-41-7409	Info System - Maintenance	21,132.29	23,000.00	12,177.54	10,822.46	23,000.00	23,000.00
20-41-7410	Equipment Maintenance	2,077.47	3,600.00	1,852.63	1,747.37	3,600.00	3,600.00
20-41-7411	Software Hosting	29,858.66	40,000.00	22,898.47	17,101.53	40,000.00	40,000.00
20-41-7412	Computer Equipment & Supplies	1,277.81	3,500.00	1,698.48	1,801.52	3,500.00	3,500.00
20-41-7413	Miscellaneous Small Tools	3,980.11	4,000.00	7,877.57	3,877.57-	4,000.00	4,000.00
20-41-7414	Equipment Repair	653.10	400.00	.00	400.00	400.00	400.00
20-41-7415	Computer Software	594.43	4,000.00	1,917.11	2,082.89	4,000.00	4,000.00
20-41-7422	Minor Equipment/Furniture	.00	2,000.00	.00	2,000.00	2,000.00	2,000.00
20-41-7423	Office Furniture	.00	3,000.00	.00	3,000.00	3,000.00	3,000.00
20-41-7424	Postage	2,199.19	1,000.00	88.64	911.36	1,000.00	1,000.00
20-41-7425	Office Supplies	11,407.95	10,000.00	8,589.93	1,410.07	10,000.00	10,000.00
20-41-7437	Rent Public Meetings	.00	200.00	.00	200.00	200.00	200.00
20-41-7438	Building Rent	13,200.00	13,200.00	.00	13,200.00	13,200.00	13,200.00
20-41-7439	Equipment Rental/Leasing	1,091.40	3,000.00	1,253.08	1,746.92	3,000.00	3,000.00
20-41-7440	Facility Maintenance - Landscap	4,470.89	5,000.00	27.20	4,972.80	2,000.00	2,000.00
20-41-7441	Building Maintenance	6,789.00	12,000.00	5,645.09	6,354.91	15,000.00	15,000.00
20-41-7451	Insurance Liability & Property	94,864.91	128,067.63	122,240.00	5,827.63	151,273.20	189,091.50
20-41-7453	Insurance - Property	.00	.00	110.71	110.71-	.00	.00
20-41-7466	Permits & Fees	48,175.26	45,000.00	46,769.72	1,769.72-	50,000.00	50,000.00
20-41-7469	Personal Protective Equipment	1,545.72	3,000.00	1,614.64	1,385.36	3,000.00	3,000.00
20-41-7470	Safety Equipment & Supplies	126.54	1,400.00	105.68	1,294.32	1,400.00	1,400.00
20-41-7481	Utilities/Electrical Cost	566,117.14	575,424.40	389,046.88	186,377.52	628,762.25	660,200.36
20-41-7483	Utilities/Waste Cost	7,383.96	12,000.00	2,559.42	9,440.58	12,000.00	12,000.00
20-41-7495	Chemicals	36,585.79	50,000.00	40,152.34	9,847.66	120,000.00	120,000.00
20-41-7510	Freight	.00	800.00	.00	800.00	800.00	800.00
20-41-7511	UPS/Courier	.00	320.00	.00	320.00	320.00	320.00
20-41-7526	Miscellaneous Bank Charges	24,317.59	25,000.00	17,555.43	7,444.57	27,000.00	27,675.00
20-41-7527	Miscellaneous Services & Suppl	1,459.77	1,500.00	1,191.91	308.09	1,500.00	1,537.50
20-41-7532	Miscellaneous	23,076.63-	2,000.00	.00	2,000.00	2,000.00	2,000.00
20-41-7533	Bad Debt	.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
20-41-7534	Special Expense	2,653.48	.00	2,484.64	2,484.64-	.00	.00
20-41-7536	Debt Serv/Operating Trfr Out	257,118.70	548,939.86	392,282.57	156,657.29	539,223.30	539,911.50
20-41-7545	Revenue Collection	2,099.10	2,400.00	2,165.50	234.50	2,400.00	2,460.00
20-41-7547	Payroll Wire Transfer Fee	283.50	500.00	170.10	329.90	500.00	500.00
20-41-7549	Public Works - Permits	4,530.63	20,000.00	.00	20,000.00	20,000.00	20,000.00
20-41-7550	Property Taxes	157.09	1,200.00	161.31	1,038.69	1,200.00	1,200.00
20-41-7587	Developer Deposit Reimbursemen	45,554.00	10,000.00	58,229.42	48,229.42-	25,000.00	25,000.00
Total Water Expenditures:		4,314,913.64	4,400,714.93	2,984,748.29	1,415,966.64	4,938,687.04	5,075,459.36
Water Revenue Total:		4,928,379.24	4,971,027.68	3,164,452.21	1,806,575.47	5,144,365.28	5,236,122.88
Water Expenditure Total:		4,314,913.64	4,400,714.93	2,984,748.29	1,415,966.64	4,938,687.04	5,075,459.36
Net Total Water:		613,465.60	570,312.75	179,703.92	390,608.83	205,678.24	160,663.52

Capital Improvement Details

Capital Improvements	Actual FY 2021-2022	Budgeted FY 2022-2023	Actual YTD FY 2022-2023	Budgeted FY 2023-2024	Budgeted FY 2024-2025
CIP for Water Supply Capacity (Source, Treatment and Storage)		1,248,000		2,000,000	3,125,000
Upgrades and Maintenance for Existing Water Supply Facilities		755,500		200,000	491,000
Water Distribution System/Pipeline Replacements		750,000		660,000	3,000,000
Additional Capital Improvements - Water Distribution System & Maintenance				25,000	
Master Plans		50,000		150,000	65,000
Relocation of District Office Building		160,000		450,000	4,250,000
Trucks & Equipment		224,000			
District Security				300,000	200,000
Revolving Funds				250,000	250,000
Total	2,758,779	3,187,500	1,734,953	4,035,000	11,381,000

In fiscal year 2023/2024, the District will begin the Capital Improvement Projects which include:

- Continue the design and prepare the bid documents for Well #8
- Long-term mainline pipeline replacement program
- Filter repair at Newport & Willow Treatment Plants
- Relocation of District office building

For a complete listing of capital projects and associated costs please see Capital Projects section on page 38.

Budgeted Fund Summary

The water revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Water Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of water volume use and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the water infrastructure system, pumps, generator facilities, and vehicles replacements. The District adds \$250,000 to the water revolving funds annually.

Reserve Funds have been established for emergency use for the water utility system. This reserve is 30% of the water operating budget.

In May 2022, the District completed bond financing of \$5 million to pay for the design and construction of Well 8. Well 8 is estimated to be completed in fiscal year 2024/2025.

Water Utility Rates

WATER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Unmetered Account Charge	\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67	
All Metered	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
<i>Non-Irrigation Account Charge</i>										
5/8" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
3/4" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1 1/2" Meter	\$ 40.08	\$ 480.96	\$ 40.78	\$ 489.36	\$ 41.50	\$ 498.00	\$ 42.24	\$ 506.88	\$ 42.98	\$ 515.76
2" Meter	\$ 62.98	\$ 755.76	\$ 63.96	\$ 767.52	\$ 64.94	\$ 779.28	\$ 65.92	\$ 791.04	\$ 66.94	\$ 803.28
3" Meter	\$ 124.56	\$ 1,494.72	\$ 126.10	\$ 1,513.20	\$ 127.64	\$ 1,531.68	\$ 129.20	\$ 1,550.40	\$ 130.80	\$ 1,569.60
4" Meter	\$ 193.84	\$ 2,326.08	\$ 196.00	\$ 2,352.00	\$ 198.20	\$ 2,378.40	\$ 200.40	\$ 2,404.80	\$ 202.64	\$ 2,431.68
6" Meter	\$ 386.30	\$ 4,635.60	\$ 390.22	\$ 4,682.64	\$ 394.18	\$ 4,730.16	\$ 398.18	\$ 4,778.16	\$ 402.22	\$ 4,826.64
<i>Irrigation Account Charge</i>										
5/8" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
3/4" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1 1/2" Meter	\$ 37.12	\$ 445.44	\$ 37.38	\$ 448.56	\$ 37.64	\$ 451.68	\$ 37.90	\$ 454.80	\$ 38.18	\$ 458.16
2" Meter	\$ 58.54	\$ 702.48	\$ 58.72	\$ 704.64	\$ 58.90	\$ 706.80	\$ 59.06	\$ 708.72	\$ 59.24	\$ 710.88
3" Meter	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76	\$ 115.73	\$ 1,388.76
4" Meter	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24	\$ 180.27	\$ 2,163.24
6" Meter	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48	\$ 359.54	\$ 4,314.48
Newly Metered Customers :										
Meter Install Fee (10 yr)	\$8.01		\$8.01		\$8.01		\$8.01		\$8.01	
Metered Usage Charge:		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)
		2.266		2.34		2.405		2.479		2.577
DWs Dwelling Unit ccfs=100 cubic feet=748 gallons										

SEWER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
Residential/Unmetered										
Single Family (Each DU)	\$ 83.34	\$ 1,000.08	\$ 84.59	\$ 1,015.08	\$ 85.86	\$ 1,030.32	\$ 87.15	\$ 1,045.80	\$ 88.46	\$ 1,061.52
Multifamily/Condos (Each DU)	\$ 63.89	\$ 766.68	\$ 65.92	\$ 791.04	\$ 68.01	\$ 816.12	\$ 70.17	\$ 842.04	\$ 72.40	\$ 868.80
Vacant	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00
Non-Residential/Metered		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)
Business/Government/Clubs		6.05		6.384		6.737		7.109		7.501
Restaurants/Bars/Dining Facilities		17.337		17.899		18.479		19.078		19.696
Schools		5.462		5.781		6.118		6.475		6.853
Other Domestic Strength Users		6.05		6.384		6.737		7.109		7.501

Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table identifies the various sources of revenue that can be anticipated during the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment, and discharge of treated effluent.

Revenue & Expenditure Details (see next page Budget Worksheet – BUDGET BOOK Pgs. 4-5)

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Account Number	Account Title	2021-22	2022-23	2022-23	Remaining	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual		Future year Budget	Future year 2 Budget
Wastewater							
Wastewater Revenue							
21-31-5101	SEC Collections Wastewater	6,087,296.32	6,134,147.88	3,288,975.77	2,845,172.11	6,228,622.32	6,331,729.20
21-31-5195	Interest Income	.00	.00	9,497.80	9,497.80-	247,500.00	247,500.00
21-31-5243	Other	8,351.40	10,000.00	32,803.78	22,803.78-	10,000.00	10,000.00
21-31-6015	Sewer Charges-Commercial	114,534.50	157,000.00	84,759.48	72,240.52	157,000.00	157,000.00
21-31-6030	Connection Fees CIP	200.00	10,000.00	100.00	9,900.00	200.00	200.00
21-31-6045	Capacity Fee CIP	12,030.00	65,000.00	64,020.00	980.00	24,000.00	24,000.00
21-31-6046	Permit Fee	.00	5,000.00	.00	5,000.00	200.00	200.00
21-31-6047	Inspection Fee	160.00	5,000.00	800.00	4,200.00	200.00	200.00
Total Wastewater Revenue:		6,222,572.22	6,386,147.88	3,480,956.83	2,905,191.05	6,667,722.32	6,770,829.20
Wastewater Expenditures							
21-41-7000	Salary & Wages	609,136.88	718,552.56	363,793.72	354,758.84	759,451.47	797,424.04
21-41-7001	Overtime	98.47	2,000.00	42.48	1,957.52	2,000.00	2,000.00
21-41-7003	ER Taxes	68,327.59	71,855.26	53,801.19	18,054.07	75,945.15	79,742.40
21-41-7030	Group Insurance	140,507.34	180,000.00	84,912.41	95,087.59	150,000.00	154,500.00
21-41-7045	Workers Comp	14,232.76	28,800.00	27,712.30	1,087.70	28,980.00	30,429.00
21-41-7060	457 B/401a Plans	35,006.00	45,000.00	26,906.60	18,093.40	45,000.00	45,000.00
21-41-7075	Reimbursement of Wages	.00	.00	9,000.00-	9,000.00	.00	.00
21-41-7105	Reimbursement of Insurance	48,587.28-	50,000.00-	62,994.12-	12,994.12	50,000.00-	50,000.00-
21-41-7135	Vacation	20,937.87-	.00	.00	.00	.00	.00
21-41-7150	Temporary Employees	47,159.70	5,000.00	52,451.11	47,451.11-	5,000.00	5,000.00
21-41-7165	Board of Directors Compensatio	19,044.00	22,500.00	19,382.59	3,117.41	22,500.00	22,950.00
21-41-7180	Training Conferences Travel	13,518.75	30,000.00	9,445.19	20,554.81	30,000.00	30,000.00
21-41-7210	Dues & Subscriptions	.00	2,600.00	.00	2,600.00	1,000.00	1,000.00
21-41-7225	Memberships	5,054.99	12,000.00	7,207.04	4,792.96	12,000.00	12,000.00
21-41-7255	TODB Sponsored Events	.00	10,000.00	.00	10,000.00	10,000.00	10,000.00
21-41-7271	Consulting Services	90,938.58	156,300.00	20,036.02	136,263.98	186,300.00	172,660.00
21-41-7272	Wastewater Service Contract	1,052,877.06	1,079,000.00	719,378.65	359,621.35	1,111,000.00	1,144,330.00
21-41-7280	Veolia Pass-Thru Expenses	543,050.26	240,000.00	157,978.08	82,021.92	340,000.00	340,000.00
21-41-7286	Legal - General	40,003.86	100,000.00	1,479.50-	101,479.50	75,000.00	75,000.00
21-41-7288	Legal - Litigation	.00	10,000.00	.00	10,000.00	10,000.00	10,000.00
21-41-7301	Annual Audit Services	18,350.00	22,000.00	.00	22,000.00	27,000.00	27,810.00
21-41-7316	Election Expense	.00	10,000.00	7,958.27	2,041.73	10,000.00	.00
21-41-7317	Advertising	448.02	3,000.00	.00	3,000.00	3,000.00	3,000.00
21-41-7319	Internet Website	2,880.00	.00	2,304.00	2,304.00-	3,600.00	3,600.00
21-41-7345	Public Communications and Noti	.00	3,600.00	211.78	3,388.22	3,600.00	3,600.00
21-41-7361	Telephone - general	9,718.64	15,000.00	6,657.70	8,342.30	15,000.00	15,000.00
21-41-7362	Telecom - networking	13,731.92	15,000.00	11,109.37	3,890.63	18,000.00	18,000.00
21-41-7363	Telephone - cellular	4,247.34	6,000.00	3,081.33	2,918.67	6,000.00	6,000.00
21-41-7376	Road/Construction Materials	.00	3,000.00	807.32	2,192.68	3,000.00	3,000.00
21-41-7391	Diesel Fuel	1,327.77-	.00	.00	.00	.00	.00
21-41-7392	Vehicle & Equipment - Fuel	4,660.03	7,500.00	3,590.40	3,909.60	7,000.00	7,210.00
21-41-7393	Vehicle & Equipment Sup & Rep	2,037.08	30,000.00	1,102.18	28,897.82	10,000.00	10,000.00
21-41-7404	Water Meter and Registers	9.54	.00	.00	.00	.00	.00
21-41-7406	General Repairs	95,561.61	75,000.00	191,184.91	116,184.91-	75,000.00	75,000.00
21-41-7409	Info System - Maintenance	36,486.42	40,000.00	24,254.29	15,745.71	45,000.00	45,000.00
21-41-7410	Equipment Maintenance	3,191.00	5,400.00	2,340.95	3,059.05	5,400.00	5,400.00
21-41-7411	Software Hosting	9,336.60	17,400.00	9,808.80	7,591.20	14,000.00	14,000.00
21-41-7412	Computer Equipment & Supplies	1,070.72	6,000.00	1,052.59	4,947.41	6,000.00	6,000.00
21-41-7413	Miscellaneous Small Tools	727.73	3,000.00	4,120.73	1,120.73-	2,000.00	2,000.00
21-41-7414	Equipment Repair	976.06	600.00	1,847.57	1,247.57-	2,000.00	2,000.00
21-41-7415	Computer Software	795.80	1,500.00	2,742.70	1,242.70-	3,000.00	3,000.00

Account Number	Account Title	2021-22	2022-23	2022-23	Remaining	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual		Future year Budget	Future year 2 Budget
21-41-7424	Postage	3,023.55	1,500.00	104.71	1,395.29	1,500.00	1,500.00
21-41-7425	Office Supplies	7,616.04	10,000.00	7,151.37	2,848.63	10,000.00	10,000.00
21-41-7438	Building Rent	19,800.00	19,800.00	.00	19,800.00	19,800.00	19,800.00
21-41-7439	Equipment Rental/Leasing	1,120.44	4,000.00	1,879.65	2,120.35	4,000.00	4,000.00
21-41-7440	Facility Maintenance - Landsca	6,787.90	2,400.00	1,585.80	814.20	2,400.00	2,400.00
21-41-7441	Building Maintenance	10,762.43	12,000.00	11,677.89	322.11	14,000.00	14,000.00
21-41-7451	Insurance Liability & Property	141,547.36	184,011.57	183,360.00	651.57	226,800.00	283,500.00
21-41-7453	Insurance - Property	.00	.00	166.06	166.06-	.00	.00
21-41-7466	Permits & Fees	49,510.40	55,000.00	45,433.68	9,566.32	55,000.00	55,000.00
21-41-7468	NPDES Permits & Fines	.00	70,000.00	.00	70,000.00	70,000.00	70,000.00
21-41-7469	Personal Protective Equipment	1,558.37	1,000.00	1,916.26	916.26-	2,000.00	2,000.00
21-41-7470	Safety Equipment & Supplies	25.48-	3,000.00	158.52	2,841.48	3,000.00	3,000.00
21-41-7481	Utilities/Electrical Cost	502,383.81	550,424.40	414,327.07	136,097.33	700,537.79	735,564.68
21-41-7483	Utilities/Waste Cost	12,327.40	2,000.00	8,498.12	6,498.12-	12,000.00	12,000.00
21-41-7495	Chemicals-Veolia	.00	12,000.00	.00	12,000.00	12,000.00	12,000.00
21-41-7510	Freight	.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
21-41-7526	Miscellaneous Bank Charges	995.57	1,000.00	.00	1,000.00	1,000.00	1,000.00
21-41-7527	Miscellaneous Services & Suppl	1,768.91	4,500.00	1,186.95	3,313.05	4,500.00	4,500.00
21-41-7532	Miscellaneous	135.13	.00	.00	.00	.00	.00
21-41-7533	Bad Debt	.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
21-41-7534	Special Expense	4,252.91	2,000.00	3,762.98	1,762.98-	2,000.00	2,000.00
21-41-7536	Debt Serv/Operating Trfr Out	1,242,357.62	1,848,491.42	1,185,647.32	662,844.10	1,799,100.26	1,799,908.26
21-41-7537	Debt Service	147,770.00-	.00	.00	.00	.00	.00
21-41-7545	Revenue Collection	3,398.65	7,000.00	3,248.25	3,751.75	7,000.00	7,000.00
21-41-7547	Payroll Wire Transfer Fee	425.25	1,500.00	255.15	1,244.85	750.00	750.00
21-41-7549	Public Works - Permits	.00	3,500.00	.00	3,500.00	3,500.00	3,500.00
21-41-7550	Property Taxes	11,757.95	2,000.00	11,874.49	9,874.49-	2,000.00	2,000.00
21-41-7587	Developer Deposit Reimbursemen	1,800.00	10,000.00	1,800.00-	11,800.00	10,000.00	10,000.00
Total Wastewater Expenditures:		4,687,866.04	5,736,735.21	3,624,182.92	2,112,552.29	6,037,664.67	6,189,078.38
Wastewater Revenue Total:		6,222,572.22	6,386,147.88	3,480,956.83	2,905,191.05	6,667,722.32	6,770,829.20
Wastewater Expenditure Total:		4,687,866.04	5,736,735.21	3,624,182.92	2,112,552.29	6,037,664.67	6,189,078.38
Net Total Wastewater:		1,534,706.18	649,412.67	143,226.09-	792,638.76	630,057.65	581,750.82

Capital Improvements

Capital Improvements	Actual FY 2021-2022	Budgeted FY 2022-2023	Actual YTD FY 2022-2023	Budgeted FY 2023-2024	Budgeted FY 2024-2025
Annual Wastewater Lift Station Improvements		550,000		200,000	200,000
Additional Capital Improvements - Wastewater System & Maintenance				869,560	None Planed
Other Mast Plan Projects		649,000		1,022,000	400,000
Denitrification Project		5,924,300		5,500,000	Completed
Mainline Piping Replacement				None Planed	None Planed
Master Plans		100,000		50,000	150,000
Equipment		883,000		190,000	423,000
Relocation of District Office Building		450,000		450,000	1,550,000
District Security				300,000	200,000
Revolving Funds				275,000	275,000
Total	4,559,945	8,556,300	14,897,225	8,771,560	3,198,000

In fiscal year 2023/2024, the District will begin the Capital Improvement Projects which include multiple wastewater treatment plant modifications such as:

- Completion of the Denitrification Project
- Lift Station upgrades
- Solar dryer panel replacements at Plant 2
- Outfall Diffuser Repair
- Relocation of District office building

For a complete listing of capital projects and associated costs please see Capital Projects section on page 38.

Budgeted Fund Summary

The wastewater revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Wastewater Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of rate payers and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the wastewater infrastructure system, pumps, generators facilities, and vehicles replacements. The District adds \$275,000 to the wastewater revolving funds annually.

Reserve Funds have been established for emergency use for the wastewater system. This reserve is 30% of the water operating budget.

In May 2022, the district completed \$13 million of bond financing, and will spend \$ 7 million of District reserves to fund the \$20 million Denitrification project.

In fiscal year 23/24, the District will complete a rate study to properly plan for the costs of future projects.

Wastewater Utility Rates

TABLE 2: ADOPTED WASTEWATER RATES										
SEWER	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)	Monthly (\$/month)	Yearly (\$/DU)
Residential/Unmetered										
Single Family (Each DU)	\$ 83.34	\$ 1,000.08	\$ 84.59	\$ 1,015.08	\$ 85.86	\$ 1,030.32	\$ 87.15	\$ 1,045.80	\$ 88.46	\$ 1,061.52
Multifamily/Condos (Each DU)	\$ 63.89	\$ 766.68	\$ 65.92	\$ 791.04	\$ 68.01	\$ 816.12	\$ 70.17	\$ 842.04	\$ 72.40	\$ 868.80
Vacant	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00	\$ 18.67	\$ 224.00
Non-Residential/Metered										
	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	6.05		6.384		6.737		7.109		7.501	
Restaurants/Bars/Dining Facilities	17.337		17.899		18.479		19.078		19.696	
Schools	5.462		5.781		6.118		6.475		6.853	
Other Domestic Strength Users	6.05		6.384		6.737		71.09		7.501	

DW= Dwelling Unit

Lighting & Landscaping, Community Center Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #8 (Zone 8) receives its revenues from property taxes (appropriations limit set by the California Department of Finance); and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, and community center events.

Revenue & Expenditure Details (see next page Budget Worksheet – BUDGET BOOK Pgs. 6-8)

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Account Number	Account Title	2021-22 Prior year Actual	2022-23 Current year Budget	2022-23 Current year Actual	Remaining	2023-24 Future year Budget	2024-25 Future year 2 Budget
L&L 8							
L&L 8 Revenue							
40-31-5106	Current Secured Property Tax	763,242.51	704,657.00	435,810.70	268,846.30	820,310.00	733,125.14
40-31-5107	Supplemental Property Tax	.05	.00	.00	.00	.00	.00
40-31-5148	Advertising Revenue	700.00	500.00	700.00	200.00-	500.00	525.00
40-31-5149	Community Center Program Fees	32,056.00	40,000.00	37,487.99	2,512.01	45,000.00	48,000.00
40-31-5150	Community Center Events	.00	1,000.00	.00	1,000.00	1,000.00	1,020.00
40-31-5153	Borrowed Reserves	.00	35,000.00	.00	35,000.00	18,000.00	18,000.00
40-31-5179	Grants	68,804.31	.00	.00	.00	.00	.00
40-31-5195	Interest Income	.00	.00	1,511.18	1,511.18-	.00	.00
40-31-5226	CCC Vehicle Reimbursement	53,732.28	75,000.00	38,048.25	36,951.75	60,000.00	60,000.00
40-31-5243	Other	.00	6,000.00	.00	6,000.00	.00	.00
40-31-6000	Recreation Revenue	1,838.22-	.00	1,746.51	1,746.51-	.00	.00
40-31-6050	Gifts & Contributions	10,000.00	4,000.00	7,194.52	3,194.52-	6,000.00	6,000.00
40-31-6080	Community Center Fee	.00	.00	10,000.00	10,000.00-	.00	.00
40-31-6695	Rentals	39,028.00	39,000.00	10,717.00	28,283.00	39,000.00	39,000.00
40-31-6999	Community Center Pool Fee	4,225.00	7,500.00	7,467.00	33.00	8,000.00	8,500.00
Total L&L 8 Revenue:		969,949.93	912,657.00	550,683.15	361,973.85	997,810.00	914,170.14
L&L 8 Expenditure							
40-41-7000	Salary & Wages	124,093.91	170,000.00	129,002.68	40,997.32	149,878.75	157,372.69
40-41-7001	Overtime	.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
40-41-7003	ER Taxes	386.85	.00	386.85-	386.85	.00	.00
40-41-7105	Reimbursement of Insurance	22,791.15	.00	.00	.00	.00	.00
40-41-7135	Vacation	843.83	.00	.00	.00	.00	.00
40-41-7150	Temporary Employees	2,588.02	.00	.00	.00	.00	.00
40-41-7180	Training Conferences Travel	532.52	2,000.00	1,759.19	240.81	2,500.00	2,500.00
40-41-7225	Memberships	303.83	600.00	345.00	255.00	600.00	600.00
40-41-7255	TODB Sponsored Events	.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
40-41-7286	Legal - General	1,361.00	1,000.00	280.50-	1,280.50	1,000.00	1,000.00
40-41-7301	Annual Audit Services	2,200.00	2,200.00	.00	2,200.00	2,200.00	2,400.00
40-41-7317	Advertising	.00	50.00	.00	50.00	50.00	50.00
40-41-7361	Telephone - general	.00	600.00	.00	600.00	480.00	480.00
40-41-7363	Telephone - cellular	1,243.04	2,000.00	812.45	1,187.55	1,800.00	1,800.00
40-41-7376	Road/Construction Materials	.00	500.00	.00	500.00	500.00	500.00
40-41-7392	Vehicle & Equipment - Fuel	8,208.12	10,000.00	6,199.55	3,800.45	10,200.00	11,000.00
40-41-7393	Vehicle & Equipment Sup & Rep	8,492.29	3,500.00	4,865.74	1,365.74-	6,000.00	6,120.00
40-41-7409	Info System - Maintenance	.00	800.00	110.00	690.00	800.00	800.00
40-41-7410	Equipment Maintenance & Repair	1,711.09	4,000.00	2,507.53	1,492.47	4,500.00	4,500.00
40-41-7411	Software Hosting	413.00	600.00	.00	600.00	612.00	.00
40-41-7412	Computer Equipment & Supplies	689.64	150.00	.00	150.00	150.00	150.00
40-41-7413	Miscellaneous Small Tools	2,446.14	2,000.00	2,336.12	336.12-	2,500.00	2,500.00
40-41-7414	Equipment Repair	813.92	.00	11.32	11.32-	.00	.00
40-41-7415	Computer Software	290.30	.00	321.94	321.94-	300.00	300.00
40-41-7421	Cleaning Supplies	.00	500.00	.00	500.00	500.00	500.00
40-41-7424	Postage	.00	150.00	.00	150.00	100.00	100.00
40-41-7425	Office Supplies	1,095.72	1,000.00	513.84	486.16	1,000.00	1,000.00
40-41-7439	Equipment Rental/Leasing	948.00	2,460.00	1,823.47	636.53	2,500.00	2,500.00
40-41-7440	Facility Maintenance - Landsca	74,667.27	45,000.00	28,039.86	16,960.14	55,000.00	50,000.00
40-41-7441	Building Maintenance	10,667.72	6,500.00	7,409.62	909.62-	10,700.00	10,700.00
40-41-7451	Insurance Liability & Property	8,000.00	5,000.00	5,000.00	.00	6,250.00	6,875.00
40-41-7466	Permits & Fees	50.00	100.00	.00	100.00	102.00	.00
40-41-7469	Personal Protective Equipment	2,311.12	3,000.00	2,302.30	697.70	3,000.00	3,000.00
40-41-7481	Utilities/Electrical Cost	84,029.85	93,840.00	52,794.09	41,045.91	90,000.00	94,500.00

Account Number	Account Title	2021-22	2022-23	2022-23	Remaining	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual		Future year Budget	Future year 2 Budget
40-41-7482	Utilities/Water Cost	56,701.96	51,000.00	35,817.56	15,182.44	55,000.00	55,000.00
40-41-7483	Utilities/Waste Cost	3,444.20	5,000.00	3,269.21	1,730.79	5,000.00	5,000.00
40-41-7495	Chemicals	.00	.00	869.43	869.43-	1,000.00	1,000.00
40-41-7526	Miscellaneous Bank Charges	.00	.00	100.00	100.00-	.00	.00
40-41-7527	Miscellaneous Services & Suppl	500.83	500.00	.00	500.00	500.00	500.00
40-41-7544	Reimbursement for County Admin	.00	500.00	.00	500.00	.00	.00
40-41-7545	Revenue Collection	5,357.00	5,700.00	4,941.00	759.00	5,800.00	5,800.00
40-41-7549	Public Works - Permits	.00	500.00	.00	500.00	500.00	500.00
40-41-7550	Property Taxes	910.96	2,000.00	910.96	1,089.04	1,000.00	1,000.00
40-41-7551	CCC DB Sign Replacement	3,191.59	2,000.00	167.49	1,832.51	2,000.00	2,000.00
40-41-8000	Salary & Wages	140,263.61	170,000.00	134,900.95	35,099.05	182,807.86	191,948.25
40-41-8001	Overtime	34.65	1,000.00	6.00	994.00	500.00	525.00
40-41-8002	Payroll Accrual	.00	107,881.88	.00	107,881.88	119,591.14	125,570.70
40-41-8003	ER Taxes	793.51	.00	793.51-	793.51	.00	.00
40-41-8105	Reimbursement of Insurance	23,172.77	.00	.00	.00	.00	.00
40-41-8135	Vacation	1,531.98	.00	.00	.00	.00	.00
40-41-8150	Temporary Employees	13,013.69	.00	.00	.00	.00	.00
40-41-8180	Training Conferences Travel	1,385.00	1,500.00	.00	1,500.00	2,000.00	2,000.00
40-41-8225	Memberships	1,438.83	1,020.00	970.00	50.00	1,400.00	1,400.00
40-41-8255	Donation Expenditures	5,012.99	41,000.00	3,064.91	37,935.09	18,000.00	6,000.00
40-41-8256	Events	4,687.23	6,530.00	987.38	5,542.62	6,500.00	6,500.00
40-41-8286	Legal - General	280.00	3,500.00	1,109.50	2,390.50	3,000.00	3,000.00
40-41-8301	Annual Audit Services	1,000.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
40-41-8317	Advertising	5,203.33	5,355.00	3,628.00	1,727.00	5,750.00	5,750.00
40-41-8361	Telephone - general	2,821.58	3,560.00	1,794.80	1,765.20	3,360.00	3,360.00
40-41-8362	Telecom - networking	2,955.48	3,000.00	1,974.79	1,025.21	3,200.00	3,200.00
40-41-8363	Telephone - cellular	998.46	720.00	472.77	247.23	850.00	850.00
40-41-8406	General Repairs	503.16	2,040.00	.00	2,040.00	.00	.00
40-41-8409	Info System - Maintenance	.00	2,000.00	.00	2,000.00	2,000.00	2,000.00
40-41-8410	Equipment Maintenance	.00	800.00	170.78	629.22	800.00	800.00
40-41-8411	Software Hosting	4,763.00	5,000.00	2,682.97	2,317.03	5,000.00	5,000.00
40-41-8412	Computer Equipment & Supplies	96.79	500.00	915.68	415.68-	750.00	750.00
40-41-8413	Miscellaneous Small Tools	489.86	500.00	244.67	255.33	750.00	750.00
40-41-8415	Computer Software	412.80	500.00	739.87	239.87-	750.00	750.00
40-41-8416	Community Ctr/Pool Equipment	.00	.00	1,760.98	1,760.98-	4,000.00	4,000.00
40-41-8424	Postage	.00	250.00	.00	250.00	250.00	250.00
40-41-8425	Office Supplies	3,466.91	4,080.00	2,641.79	1,438.21	4,000.00	4,000.00
40-41-8440	Facility Maintenance - Landsca	31,265.69	15,000.00	9,239.26	5,760.74	15,300.00	16,000.00
40-41-8441	Building Maintenance	16,203.75	15,000.00	9,441.61	5,558.39	17,000.00	18,000.00
40-41-8442	Pool Maintenance	10,808.24	3,060.00	8,633.65	5,573.65-	15,000.00	15,000.00
40-41-8451	Insurance Liability & Property	.00	6,000.00	60.00	5,940.00	6,120.00	6,120.00
40-41-8466	Permits & Fees	1,664.00	2,000.00	730.00	1,270.00	2,000.00	2,000.00
40-41-8469	Personal Protective Equipment	1,055.62	1,000.00	876.53	123.47	1,000.00	1,000.00
40-41-8470	Safety Equipment & Supplies	1,737.39	1,020.00	47.81	972.19	1,000.00	1,000.00
40-41-8481	Utilities/Electrical Cost	20,562.07	26,000.00	18,631.33	7,368.67	31,500.00	33,075.00
40-41-8482	Utilities/Water Cost	11,805.53	14,000.00	7,613.76	6,386.24	13,000.00	14,280.00
40-41-8483	Utilities/Waste Cost	6,117.26	6,000.00	4,060.72	1,939.28	6,000.00	6,000.00
40-41-8495	Chemicals	7,738.68	10,000.00	4,658.73	5,341.27	12,000.00	12,000.00
40-41-8526	Miscellaneous Bank Charges	2,111.91	3,500.00	2,920.97	579.03	3,800.00	3,800.00
40-41-8527	Miscellaneous Services & Suppl	5,429.13	510.00	1,348.12	838.12-	2,000.00	2,000.00
40-41-8535	Credit Memo	.00	.00	2,210.00	2,210.00-	.00	.00
40-41-8543	Program Fees	17,677.50	30,000.00	17,405.61	12,594.39	33,750.00	36,000.00
40-41-8550	Property Taxes	470.02	500.00	470.02	29.98	510.00	510.00
Total L&L 8 Expenditure:		780,257.29	926,076.88	537,183.45	388,893.43	956,261.75	974,236.64
L&L 8 Revenue Total:		969,949.93	912,657.00	550,683.15	361,973.85	997,810.00	914,170.14

Account Number	Account Title	2021-22 Prior year Actual	2022-23 Current year Budget	2022-23 Current year Actual	Remaining	2023-24 Future year Budget	2024-25 Future year 2 Budget
	L&L 8 Expenditure Total:	780,257.29	926,076.88	537,183.45	388,893.43	956,261.75	974,236.64
	Net Total L&L 8:	189,692.64	13,419.88-	13,499.70	26,919.58-	41,548.25	60,066.50-

Capital Improvements

Capital Improvements	Actual FY 2021-2022	Budgeted FY 2022-2023	Actual YTD FY 2022-2023	Budgeted FY 2023-2024	Budgeted FY 2024-2025
Landscaping		510,000		520,000	90,000
Community Center				90,000	30,000
Security					40,000
Total	761,583.16	510,000	375,340	610,000	160,000

Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and manages the Community Center park grounds. In fiscal year 23/24 plans are underway to complete:

- Clipper Drive enhancements
- Complete Cornell Park upgrades funded by Prop 68 'Per Capita' Grant
- Community Center landscaping project
- Community Center tennis court resurfacing

For a complete listing of capital projects and associated costs please see Capital Projects section on page 38.

Budgeted Fund Summary

The Zone 8 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 8 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Hofmann Funds represent the balance of the fund remaining from the Hofmann Land Development Company.

Capital Improvement Funds are Zone 8 revenues and expenses needed for capital improvements of the landscaping and parks including the Community Center. These funds are generally budgeted revenues comprised of property taxes; and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, and community center events.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Lighting and Landscape Zone 8 Department. This reserve is 50% of the Zone 8 operating budget.

Lighting & Landscaping Zone #8 Appropriations

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

<https://dof.ca.gov/wp-content/uploads/sites/352/2023/05/PriceandPopulation2023.pdf>

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.9	1.009	1.0462321
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.95	3.73	1.0373	0.06	1.0006	1.03792238
Year 21/22	\$ 740,708.83	5.73	1.0573	0.35	1.0035	1.06100055
Year 22/23	\$ 792,250.87	7.55	1.0755	-0.55	0.9945	1.06958475
Year 23/24	\$ 820,310.94	4.44	1.0444	-0.86	0.9914	1.03541816

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2023

Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #9 (Zone 9) receives its revenues from an Assessment. Annually an engineering report is completed by Herwit Engineering. The District uses this engineering report to calculate the operating revenue needed to maintain and operate the Lighting and Landscaping Zone 9.

Revenue & Expenditure Details (see next page Budget Worksheet – BUDGET BOOK Pgs. 9-10)

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Account Number	Account Title	2021-22 Prior year Actual	2022-23 Current year Budget	2022-23 Current year Actual	Remaining	2023-24 Future year Budget	2024-25 Future year 2 Budget
L&L 9							
L&L 9 Revenue							
41-31-5120	Assessment Income	150,634.12	153,646.68	84,532.52	69,114.16	156,720.00	159,854.40
41-31-5195	Interest Income	.00	.00	211.06	211.06-	4,200.00	4,200.00
41-31-5226	CCC Vehicle Reimbursement	13,433.07	13,000.00	.00	13,000.00	13,000.00	13,000.00
Total L&L 9 Revenue:		164,067.19	166,646.68	84,743.58	81,903.10	173,920.00	177,054.40
L&L 9 Expenditure							
41-41-7000	Salary & Wages	23,031.68	46,799.18	19,795.24	27,003.94	59,544.50	62,521.73
41-41-7001	Overtime	.00	500.00	.00	500.00	500.00	500.00
41-41-7003	ER Taxes	86.62-	.00	14.74-	14.74	.00	.00
41-41-7105	Reimbursement of Insurance	4,335.52	.00	.00	.00	.00	.00
41-41-7135	Vacation	63.97-	.00	.00	.00	.00	.00
41-41-7150	Temporary Employees	810.83	.00	.00	.00	.00	.00
41-41-7180	Training Conferences Travel	.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
41-41-7210	Dues & Subscriptions	.00	50.00	.00	50.00	50.00	50.00
41-41-7225	Memberships	128.84	400.00	.00	400.00	400.00	400.00
41-41-7271	Consulting Services	1,600.00	2,000.00	.00	2,000.00	2,500.00	2,500.00
41-41-7286	Legal - General	752.50	1,000.00	688.00	312.00	1,000.00	1,000.00
41-41-7301	Annual Audit Services	2,000.00	2,000.00	.00	2,000.00	2,000.00	2,000.00
41-41-7317	Advertising	51.30	100.00	.00	100.00	100.00	100.00
41-41-7361	Telephone - general	243.19	500.00	167.97	332.03	500.00	500.00
41-41-7362	Telecom - networking	.00	700.00	.00	700.00	700.00	700.00
41-41-7363	Telephone - cellular	1,377.84	1,200.00	757.62	442.38	1,200.00	1,200.00
41-41-7376	Road/Construction Materials	.00	200.00	.00	200.00	200.00	200.00
41-41-7392	Vehicle & Equipment - Fuel	6,446.38	6,000.00	4,064.22	1,935.78	7,500.00	8,250.00
41-41-7393	Vehicle & Equipment Sup & Rep	5,733.16	2,000.00	181.53	1,818.47	3,250.00	3,250.00
41-41-7406	General Repairs	.00	100.00	.00	100.00	100.00	100.00
41-41-7409	Info System - Maintenance	.00	1,000.00	110.00	890.00	1,000.00	1,000.00
41-41-7410	Equipment Maintenance & Repair	878.39	1,500.00	1,455.60	44.40	1,500.00	1,500.00
41-41-7412	Computer Equipment & Supplies	.00	750.00	.00	750.00	750.00	750.00
41-41-7413	Miscellaneous Small Tools	3,180.25	2,500.00	711.64	1,788.36	2,500.00	2,500.00
41-41-7414	Equipment Repair	.00	1,250.00	.00	1,250.00	.00	.00
41-41-7415	Computer Software	79.49	.00	52.99	52.99-	.00	.00
41-41-7421	Cleaning Supplies	.00	500.00	.00	500.00	500.00	500.00
41-41-7422	Minor Equipment/Furniture	.00	500.00	.00	500.00	500.00	500.00
41-41-7424	Postage	.00	50.00	.00	50.00	50.00	50.00
41-41-7425	Office Supplies	439.39	500.00	.00	500.00	500.00	500.00
41-41-7439	Equipment Rental/Leasing	237.00	1,000.00	1,349.48	349.48-	1,000.00	1,000.00
41-41-7440	Facility Maintenance - Landsca	21,789.67	21,000.00	15,932.99	5,067.01	30,000.00	30,000.00
41-41-7441	Building Maintenance	765.49	1,000.00	.00	1,000.00	1,000.00	1,000.00
41-41-7451	Insurance Liability & Property	6,000.00	3,000.00	3,000.00	.00	3,300.00	3,300.00
41-41-7466	Permits & Fees	50.00	500.00	.00	500.00	500.00	500.00
41-41-7469	Personal Protective Equipment	2,240.65	3,000.00	1,345.59	1,654.41	3,000.00	3,000.00
41-41-7481	Utilities/Electrical Cost	1,472.08	1,600.00	526.99	1,073.01	1,600.00	1,600.00
41-41-7482	Utilities/Water Cost	23,430.30	25,500.00	12,704.93	12,795.07	26,000.00	26,000.00
41-41-7483	Utilities/Waste Cost	.00	3,000.00	.00	3,000.00	1,000.00	1,000.00
41-41-7527	Miscellaneous Services & Suppl	193.52	1,000.00	.00	1,000.00	1,000.00	1,000.00
41-41-7545	Revenue Collection	422.55	600.00	422.55	177.45	600.00	600.00
Total L&L 9 Expenditure:		107,539.43	134,299.18	63,252.60	71,046.58	156,844.50	160,571.73
L&L 9 Revenue Total:		164,067.19	166,646.68	84,743.58	81,903.10	173,920.00	177,054.40
L&L 9 Expenditure Total:		107,539.43	134,299.18	63,252.60	71,046.58	156,844.50	160,571.73

Capital Improvements

Capital Improvements	Actual FY 2021-2022	Budgeted FY 2022-2023	Actual YTD FY 2022-2023	Budgeted FY 2023-2024	Budgeted FY 2024-2025
Landscaping		25,000		50,000	50,000
Security					40,000
Total	8,784	25,000		50,000	90,000

Lighting and Landscaping Zone 9 is the Ravenswood area of Discovery Bay. The capital improvement plan for FY23/24 consists of a streetscape enhancement on Wilde Drive.

For a complete listing of capital projects and associated costs please see Capital Projects section on page 38.

Budgeted Fund Summary

The Zone 9 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 9 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 9 revenues and expenses needed for capital improvements of the landscaping and parks. These funds are generally budgeted revenues comprised of the Engineering Report Assessment.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Zone 9 Lighting & Landscape Department. This reserve is 50% of the Zone 9 operating budget.

Lighting & Landscaping Zone #9 Engineer's Report

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopt a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer's Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget.

HERWIT Engineering lists all factors leading to any increased assessment as well as the funds needed to maintain the reserve amount and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

Capital Projects

The Capital Improvement Projects for Fiscal Year 2023/2024 are valued at \$13.5 million. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and equipment purchases.

Water Capital Improvements and Structures & Replacements

For FY 2023/2024 the Water CIP budget includes CIP for Water Supply Capacity such as the continued design and construction of Well 8, Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System/Pipeline Replacements and Master Plan updates. Ongoing CIP projects to complete upgrades & maintenance of the existing Water Supply Facilities, Water Distribution System Upgrades and Replacements, as well as Infrastructure Replacements as required.

Wastewater Capital Improvements and Structures & Replacements

For FY 2023/2024 the Wastewater CIP and Structures & Replacements include the state-mandated Denitrification Project. The design was completed FY20/21. Construction will continue through December of 2023. Annual Wastewater Lift Station Improvements, Additional Capital Improvements and Master plan updates and CIP items such as solar dryer panel replacements and a Recycle Water Master Plan are budgeted as well.

Building and Improvements Capital

In fiscal year 2023/2024, the District plans to improve upon its physical security systems at our Water & Wastewater plant facilities along with an upgrade to its Cyber Security and Information Technology platforms. The District formed an ad hoc committee to begin the process of relocating its offices away from Treatment Plant on Willow Lake Road.

Revolving funds for Infrastructure Replacements and Maintenance

In fiscal year 2023/2024, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water.

Lighting & Landscaping Zone #8, Community Center & Zone #9 Capital

In FY 2023/2024 the TODB CSD is using the Prop 68 "Per Capita" Grant to upgrade facilities at Cornell Park. Planning has begun on Clipper Drive enhancements; this project will be funded Zone 8 capital reserves and money from the Hofmann Funds. Zone #9 budget includes a streetscape refresh of Wilde Drive in FY 2023/2024.

Capital Project Listing

Project #	Project Name	CIP Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
	Revolving Funds						
	Water Revolving Funds						
	Water Revolving Funds	250,000	250,000	250,000	250,000	250,000	250,000
	Total	250,000					
	Wastewater Revolving Funds						
	Wastewater Revolving Funds	275,000	275,000	275,000	275,000	275,000	275,000
	Total	275,000					

Project #	Project Name	CIP Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
	Water Projects						
	CIP for Water Supply Capacity (Source, Treatment and Storage)						
6001	Well 8 (Bond)	5,050,000	2,000,000	3,050,000			
6023	Abandon and Destroy Well 5A and Site Decommissioning	75,000		75,000			
	Total	5,125,000					
	Upgrades and Maintenance for Existing Water Supply Facilities						
6003	[WELL 7 REHAB]	255,000		255,000			
6007	Filter Repair (Newport & Willow)	436,000	200,000	236,000			
6008	Stabilization Soils- Willow Lake WTP,	150,000				150,000	
6025	Well 6 Upgrade from SSRV to VFD to Improve Operational Flexibility	250,000				250,000	
	Total	1,091,000					
	Water Distribution System/Pipeline Replacements						
6010	Mainline CIP Program Long-Term (REPLACE 18 MILES OF ORIGINAL PIPE)	15,500,000		1,000,000	1,000,000	1,000,000	1,000,000
6021	Marina Underwater Crossing -	660,000	660,000				
6022	Newport & Sandpoint Underwater Crossing (WATER MAIN UPGRADE FROM Newport to Willow)	2,000,000		2,000,000			
	Total	18,160,000					
	Additional Capital Improvements - Water Distribution System & Maintenance						
6017	Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants	25,000	25,000				
	Total	25,000					
	Master Plans						
6018	Water Master & Asset Management Plans	150,000	150,000				
6019	2020 Urban Water Management Plan (state mandated)	40,000		40,000			
6020	America's Water Infrastructure Act (AWIA) Emergency Response & Emergency Preparedness Plans	25,000		25,000			
	Total	215,000					
	Building (Water Share)						
	New Office Building	2,650,000	200,000	1,250,000	1,200,000		
	Site Development, Engineering & Construction Management	3,900,000	250,000	3,000,000	650,000		
	Total	6,550,000					
	Security (Cyber & Physical) (Water Share)						
	Cyber Security	250,000	150,000	100,000	50,000		
	Site Security (physical)	300,000	150,000	100,000	50,000		
	Total	550,000					

Project #	Project Name	CIP Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Wastewater Projects							
7001	Annual Wastewater Lift Station Improvements						
	Lift Station(s) D 23/24, S 24/25, A 25/26, C 26/27	800,000	200,000	200,000	200,000	200,000	
Additional Capital Improvements - Wastewater System & Maintenance							
7006	Plant 2 RAS & WAS Pumping System- Covering Structure Installation	169,560	169,560				
7012	Outfall Diffuser Repairs	500,000	500,000				
7022	VacTruck Pump Station for the lagoons(decant station)	200,000	200,000				
	Total	869,560					
Other Mast Plan Projects							
7016	WAS Pumps and Check Valves Replacement	107,000	107,000				
	Drainage Behind Plant 2 (into the drainage ditch)	50,000	50,000				
Denitrification Project							
7018	Plant 1/2 Upgrades and Denitrification Project (Bond)	15,951,025	5,000,000				
7023	Pump Station W Repair(converted to Pumpstation Y new pumpstation)	2,005,000	500,000				
	Total	15,951,025					
Mainline Piping Replacement							
7019	235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)	250,000			250,000		
	Total	250,000					
Master Plans							
	O&M Manual update after the completion of Denitrification	100,000	50,000	50,000			
7021	Recycle Water Mster Plan	100,000		100,000			
	Total	200,000					
Equipment							
	Backhoe	80,000	80,000				
7024	manhole replacement	300,000	60,000	60,000	60,000	60,000	60,000
7025	Solar Dryer panel replacement A&B then C&D	490,000		163,000	163,000	164,000	
7026	GIS Equipment & System	150,000	50,000		50,000		
7027	Roller track system (replacing the mole system)	400,000		150,000	250,000		
	Total	1,340,000					
Veolia Capital Planning Recommendations							
	Replace Newport Village 1, Slifer above ground Pipeline	500,000	500,000				
	Replace Dump Truck Method of Solids Transport or Replace Vehicle	100,000		100,000			
	WAS/RAS Refurbishment	150,000	150,000				
	Replace Sand Filter Air Comprssors	75,000		75,000			
	Upgrade Decant Pump Station with Chopper Pumps and Improved Screening	85,000	85,000				
	Replace Devision & Export Valves	50,000	50,000				
	Install Boar Access/Docking area fo the WW Lagoon	TBD					
	Install Security Gates, Cameras, and Fencing Around Plant	80,000	80,000				
	Odor Control Bed Relining & Filter Media Replacements for WWTP2, IPS & Newport LS	150,000		150,000			
	Purchase 8 Portable Trash Pump/Bypass Pump	75,000		75,000			
	Upgrade Belt Press #1	350,000			350,000		
	Replace Polomer System	100,000			100,000		
	Upgrade Remaining Radio Communications to Cell/Net Service	85,000			85,000		
	Vac Truck Garage/Cover	250,000			250,000		
	Portable/Stationary (Newport & S) Generators	175,000			175,000		
	Install Grit Removal System	150,000					150,000
	Expand the Digest Pond	300,000			300,000		
	New Equipment/Vehicle Port	200,000			200,000		
	Install Grit Removal System	150,000					150,000
	Total	3,025,000					
Building							
	New Office Building	2,650,000	200,000	1,250,000	1,200,000		
	Site Development, Engineering & Construction Management	3,900,000	250,000	300,000	650,000		
	Total	6,550,000					
Security (Cyber & Physical)							
	Cyber Security	250,000	150,000	100,000	50,000		
	Site Security (physical)	300,000	150,000	100,000	50,000		
	Total	550,000					

Project #	Project Name	CIP Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Lighting & Landscaping & Community Center Zone 8 Projects							
Landscaping Projects							
4001	Medians landscape replacement-Willow Lake	40,000		40,000			
	Cornell Park Tennis/Pickleball Court Resurface	50,000	50,000				
	Clipper Drive Enhancements	570,000	470,000	50,000	50,000		
	Total	660,000					
Community Center							
	Landscaping Project North Side of Building	40,000	40,000				
	Storage Replacement	30,000	30,000				
	HVAC	25,000			25,000		
	Front Landscaping	60,000					60,000
	Front Parking Lot	96,000					96,000
	Bathroom Remodel ADA	115,000			115,000		
	Electrical Upgrades	150,000			150,000		
	Paint/Dryrot Repair	300,000			300,000		
	Concrete Enhancements	100,000					100,000
	Interior doors Replacements - ADA	80,000			80,000		
	Court Resurfacing (Tennis, Pickleball, basketball)	150,000	30,000	30,000	30,000	30,000	30,000
	Total	1,146,000					
Landscaping -Unfunded Capital Projects							
	DB BLVD Front Entrance	175,000					175,000
	Newport Dr. from Capstan to Clipper Planting & Enhancements	150,000			150,000		
	Seal Way- Sprinkler System Upgrades & Planting	115,000					115,000
	Sand Pt Planting, Sprinklers & Enhancements	35,000					35,000
	Cornell: Lawn Repair						275,000
	Cornell: New Baseball back stop						20,000
	Total	475,000					
Security							
	Cyber	40,000		40,000			
	Site (Physical)	80,000			80,000		
	Total	120,000					

Project #	Project Name	CIP Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Lighting & Landscaping Zone 9 Projects							
Landscaping Projects							
5004	Wilde Enhancements	50,000	50,000				
	Poe Drive Refresh	50,000		50,000			
	Total	100,000					
Security							
	Cyber	40,000		40,000			
	Site (Physical)	80,000			80,000		
	Total	120,000					

Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there would be significant interest cost savings for financings associated with the JPA.

Debt Service

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below:
(all monies have been expended)

2012 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Planning & Construction of Well #7	2012	1,500,000
Wastewater Project Improvements		250,000
UV Bank 4 Installation	2012	500,000
Lift Station F Rehabilitation	2012	1,050,000
Influent Pump station	2012	400,000
Re-Activate Pump Station W	2012	250,000
Emergency Storage Facilities	2012	6,050,000
Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators	2012	3,800,000
New Solar Dryer and Belt Presses	2012	300,000
Contingency	2012	
Total		*14,100,000

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$8.825M and \$8.900M. (all monies have been expended)*

2017 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Water Meter Completion Project	2017	1,500,000
Wastewater Project Improvements		
Filtration Project	2017	7,400,000
Total		*8,900,000

In 2022 the District issued its third Municipal bond for \$16,860,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$16,860 and \$18.0M.*

2022 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Well 8	2022	5,000,000
Wastewater Project Improvements		
Denitrification Project	2022	13,000,000
Total		*18,000,000

In 2022 the District refinanced the 2012 Bond to save the District \$1 million +/- dollars. This was completed in September 2022 and the new bond is called 2022B.

Debt Service Payments

Bond Title	Bank	Borrowed Amount	Payments to Date	Bond Balance
2012 Bond	Deutsche & US Bank*	14,100,000		Refunded 2022 B Bond
2017 Bond	US Bank	8,900,000	2,759,422.14	6,140,577.86
2022 Bond	US Bank	16,860,000	1,043,336.94	15,816,663.06
2022B Bond *	US Bank	11,650,000	571,005.41	11,078,994.59

- In 2013 the bond was moved from Deutsche Bank to US Bank
- The 2012 Bond was Refunded (*refinanced*) in 2022 (2022 B)

District Awards

The Town has earned the following awards and recognition:

- District of Distinction
- District Transparency Certificate of Excellence
- Special District Governance Platinum-Level through *Special District Leadership Foundation (SDLF)*.
- 2020 SDRMA Safety Award Recipient

The Board of Directors and the General Manager of the Town of Discovery Bay have each achieved individual recognition in SDLF Special District Governance.

Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

CAPITAL IMPROVEMENT PROJECT (CIP): The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by Board of Directors.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Directors. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Directors for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, and overtime. Benefits include health, and life, Dental and Vision.

NOTICE OF PUBLIC HEARING

June 21, 2023

**FISCAL YEAR 2023-2024
REVENUE, OPERATING AND CAPITAL BUDGETS**

Notice is hereby given that on Wednesday, June 21, 2023, at 7:00p.m. in accordance with California Government Code section 61110, the Town of Discovery Bay Community Services District ("District") Board of Directors will hold a public hearing at their Regular Meeting to consider adopting a Resolution establishing the adoption of the draft budget for fiscal years 2023/2024.

A copy of the draft budget is available during normal business hours at the District Office, 1800 Willow Lake Road, Discovery Bay, CA 94505 and on the District's website: www.todb.ca.gov. The public hearing will take place at the Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay, CA 94505. Attendance may be made via teleconference as noted on the meeting agenda.

ECT# 675735 June 7, 2023



CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE
CONTRA COSTA LAFCO**

OFFICIAL RUN-OFF BALLOT

Election of **ALTERNATE** Special District Member - term of office on
Contra Costa LAFCO to May 2026

VOTE FOR ONE:

- Michelle Lee**
(San Ramon Valley Fire Protection District)

- Scott Pastor**
(Diablo Water District)

Name of Voting District: _____
Name of Voting Member: _____
Signature of Voting Member: _____

*Ballot must be received in the LAFCO office no later than **July 10, 2023***
Please send via email to LouAnn.Texeira@lafco.cccounty.us or mail to Contra Costa LAFCO
40 Muir Road, 1st Floor, Martinez, CA 94553

2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	President	Bobby Byer, Vice President
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	President	Gina Glimme, Secretary
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, Vice Pres
MT. VIEW SANITARY DIST	Brian Danley	President	Dave Maggi, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Sandra Bonato	Chair	Sandy Vinson, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Clark Misner, Randall Neudeck
RD 2026*	David Forkel	Chair	Russell Ryan, Randall Neudeck
RD 2059	Rob Davies	President	William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Robert Eddings. Secretary
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer Kent L. Kiefer
RD 2122	Douglas Rischbieter	President	Katherine Wadsworth, VP
RD 2137*	Ed Schmidt	James Eckman	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Juliet Christian-Smith	President	Paul Gilbert-Snyder, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres
			Attachment 3