



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 1, 2022, 7:00 P.M.

NOTICE Coronavirus COVID-19

In response to the current proclaimed State of Emergency, indoor masking requirements, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

To accommodate the public during this period of time, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically or in person.

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

TO ATTEND BY WEBINAR:

Please register for the Regular Meeting of the Board of Directors by: (Copy and paste into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)

Registration URL: <https://attendee.gotowebinar.com/register/2306511935142225931>
Webinar ID# 395-918-811

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: +1 (631) 992-3221 ID# 311-885-353

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 May 18, 2022.
2. Approve Special Board of Directors DRAFT Meeting minutes from May 19, 2022.
3. Approve Register of District Invoices.
4. Approve Resolution 2022-17 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.
5. Authorize Board Member Attendance and Activity Participation at the 2022 CSDA Conference in Palm Desert, August 22 through August 25, 2022.
6. Approve Herwit Wastewater Engineering Contract for FY22/23
7. Ratify and Renumber Resolution No. 2022-07 Passed by the Board on March 16, 2022 to Resolution No. 2022-07a.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.
4. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. None.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding the Fiscal Year 2022-23 Proposed Draft Operating, Capital and Revenue Budgets.
2. Discussion and Possible Action to Adopt Resolution No. 2022-18 – Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2022/23.
3. Discussion and Possible Action to Authorize the Board President Send a Letter to the County Supervisors Urging a No Vote on a General Plan Amendment Feasibility Study to Change the Land Use Designation for the Property at the Corner of Discovery Bay Blvd. and Sandpoint Road from "Commercial" to "Mixed Use."

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham). June 1, 2022.
 - b. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow). June 1, 2022.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter). June 1, 2022.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Tri Delta Transit Meeting – May 25, 2022 (Director Graham).

K. CORRESPONDENCE RECEIVED

None.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

None.

N. CLOSED SESSION:

None.

O. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

None.

P. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on June 15, 2022, 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."

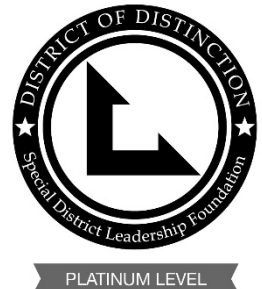
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday May 18, 2022

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 led by Director Graham.
3. Roll Call – all members were present.

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

None.

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 4, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-15 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Director Gutow made a Motion to Approve the Consent Calendar as presented.

Vice-President Porter second.

Vote: Motion Carried – AYES:5, NOES: 0, ABSTAINED: 0, ABSENT: 0

No public comment.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. None.

E. PRESENTATIONS

1. Veolia Presentation by Anthony Harper.

- Safe Workdays: 4,628
- Water Production total for the month of April 79.30 (MG).
- Hydrant flushing will be done same time at the same time as valve exercising approximately in Fall.
- All 15 Lift Stations are active and running well.
- Monthly Conductivity – exceeded the limit at 2,403 for conductivity annual average. Water usage is increasing. April 2022 increased due to how they system is running; Willow has lower conductivity. Newport took the lead in conductivity due to more use of the higher conductivity wells.
- All the wells using the same sub-basin, well depths are being investigated.

President Graves requested Conductivity to be discussed further on the next Water and Wastewater Committee Meeting.

Board and Staff have been invited to Wastewater Plant 2, Friday June 3rd 12 pm – 2 pm for the Veolia luncheon.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Resolution 2022-16 Amending Board Policy No.002 Bylaws – Deleting Contra Costa County as the District’s Treasurer and Naming the General Manager as the District’s Treasurer Presented by Finance Manager, Julie Carter.

- On April 20th we received the first funds transfer to be our own Treasurer and to be independent. The bylaws need to be changed from the Treasury of Contra Costa County to the General Manager.

President Graves inquired about the remaining funds. Finance Manager, Julie Carter confirmed the balance of the funds will be transferred next week and then we will be fully independent.

No public comment.

Director Graham made a Motion to Approve Resolution 2022-16 Amending Board Policy to delete Contra Costa County as the District’s Treasurer and Naming the General Manager as the District’s Treasurer. Director Callahan second.

Vote: Motion Carried – AYES:5, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion and Possible Action to Amend Finance Policy No.003 Investment Policy – Deleting Contra Costa County as the District’s Treasurer and Naming the General Manager as the District’s Treasurer Presented by Finance Manager, Julie Carter.

- Staff made a recommendation to amend Investment Policy to reflect the change to our General Manager as Treasurer.

No public comment.

Director Gutow made a Motion to Approve staff’s recommendation.

Vice-President Porter second.

Vote: Motion Carried – AYES:5, NOES: 0, ABSTAINED: 0, ABSENT: 0

G. MANAGER’S REPORT

1. Water and Wastewater Engineer Gregory Harris, Herwit Engineering (Note: this item was moved to follow Item 2).

- Advisian compiled Preliminary Design Report and Final Design and permitting on the Diffuser Project, no bids received on project.
- Moving onto next steps in the Purchasing Policy to allow direct negotiation with the bidders.

President Graves inquired if this project would exceed the budget, Gregory Harris confirmed it would.

2. Residential Sound Wall Decay Presented by Interim Assistant General Manager, Mike Davies.

- Another section of the Cypress Landing Sound Wall has toppled over onto the landscaping that borders the south edge border of Sandpoint Road.

Legal Counsel, Andy Pinasco commented the County has Nuisance Authority however abatement would not resolve the issue, HOA’s have been contacted and have responded “not common property or property owner’s responsibility.” However, when fences fall onto Town of Discovery Bay property, we can enforce trespassing and go through the process of Civil Action.

Director Gutow stated that the Town is most concerned about the safety aspect of the current condition of the fence and employees being harmed. President Graves made a recommendation to draft letter to HOA and to individual homeowners. Assistant General Manager, Mike Davies stated the need of an ordinance is at a critical stage due to personnel safety concerns.

H. GENERAL MANAGER’S REPORT

Presented by General Manager, Dina Breitstein.

- Town Hall Event, June 4th 11 am – 1pm. Booth setup can arrive at 10 am.
- Sherriff’s Department, Brentwood Press, and Rec 800 will be in attendance.

I. DIRECTOR REPORTS

- President Graves acknowledged Chad Harris Zone Services, LLC for attending and willing to address the concerns of dust and dirt at Newport and mitigate a tough situation.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. None.

K. CORRESPONDENCE RECEIVED

1. None.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case.

O. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

No reportable action.

P. ADJOURNMENT

1. Meeting adjourned at 8:13 p.m. to the next Regular Meeting of the Board of Directors on June 1, 2022, 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."

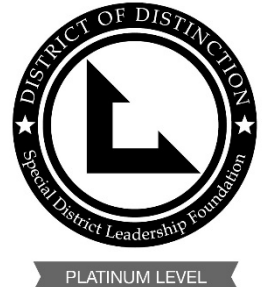
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE CALL, AND AGENDA
OF A SPECIAL BUDGET MEETING MINUTES
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MAY 19, 2022**

SPECIAL MEETING 3:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance led by Director Gutow.
3. Roll Call - 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 2022-23 Proposed Operating Capital and Revenue Budgets Presented by Finance Manager, Julie Carter.
 - Accounting system needs to be updated would like to move towards a paperless system.
 - Projects Analyst position has been added to the salaries.
 - Staff and Board recommend separating overtime from salaries and wages and track it as a separate line item as an auditing tool.
 - Pipeline replacement project and Well 8 are upcoming Water Capital Improvement projects for next fiscal year.
 - Investment gains will be discussed on June 1st Finance Committee. Investment Policy has been updated.
 - 2023 Landscaping Capital Improvements – Clipper Drive enhancements, Willow Lake Island enhancements, will be receiving grant funding for Cornell Park.

D. ADJOURNMENT

1. Meeting adjourned at 4:36 p.m. to the next Regular Meeting of the Board of Directors on June 1, 2022, 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"

STAFF REPORT

Meeting Date

June 1, 2022

Prepared By: Julie Carter, Finance 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 \$ 375,852.34

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 2021/2022

AGENDA ITEM: C3

Request for Authorization to Pay Invoices
For The Meeting On June 1, 2022
Town of Discovery Bay CSD
Fiscal Year 7/21 - 6/22

Pacific Gas & Electric	\$90,182.50
J.W. Backhoe & Construction, Inc.	\$79,388.37
SDRMA	\$46,187.18
Croce, Sanguinetti & Vander Veen, Inc.	\$35,453.00
Town of Discovery Bay CSD	\$35,009.72
Delta Bay Builders & Roofing, Inc.	\$24,425.00
Harris & Associates, Inc.	\$15,473.75
Robert Half	\$14,283.44
Luhdorff & Scalmanini	\$7,620.25
BSK Associates	\$6,323.25
Bay Area Air Quality Mgmt. District	\$4,750.00
H & R Plumbing and Drain Cleaning	\$3,800.00
Freedom Mailing Service, Inc	\$3,210.42
BrightView Landscape Services, Inc.	\$1,716.00
Upper Case Printing, Inc.	\$1,534.50
Mt Diablo Resource Recovery	\$1,479.00
Lincoln Aquatics	\$982.01
Utility Refund Customer	\$966.25
Univar Solutions USA Inc.	\$699.77
Concentra	\$479.00
ODP Office Solutions, LLC	\$405.24
National Aquatic Services, Inc.	\$402.79
Backflow Distributors, Inc.	\$334.99
Stericycle	\$240.69
UniFirst Corporation	\$173.42
Alhambra	\$116.68
Discovery Pest Control	\$68.00
Office Depot	\$57.90
Lesley Marable	\$33.23
Cintas	\$30.95
Verizon Wireless	\$25.04
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$375,852.34



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-17**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY COMMUNITY SERVICES DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Town's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the Town's Board of Directors previously adopted a Resolution, Number 2021-16 on October 20, 2021, finding that the requisite conditions exist for the legislative body of the Town to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must make findings that the Board has reconsidered the circumstances of the state of emergency that exist in the Town, and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency continues to exist throughout California as a result of the threat of COVID-19; and

WHEREAS, currently the dominant strain of COVID-19 in the country continues to be more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees and members; and

WHEREAS, the Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing remain in effect; and

WHEREAS, the health orders issued by the Contra Costa County Health Officer to preserve the public health, including requiring all people in Contra Costa County who aren't fully vaccinated, to adhere to indoor masking requirements, recommending measures for social distancing from non-household members for vaccinated individuals that have been exposed to COVID-19, and measures acknowledging that close contact to other persons increases the risk of transmission, remain in effect.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. AB 361 Compliance. The Board of Directors began using teleconferencing in accordance with subdivision (e) of Section 54953 of the Government Code, as amended by AB 361, on October 20, 2021, and have made the requisite findings by majority vote not later than 30 days after October 20, 2021, and every 30 days thereafter.

Section 3. State of Emergency. The Board of Directors hereby reconsiders the circumstances of the current State of Emergency proclaimed by the Governor on March 4, 2020, and find that the ongoing conditions of the State of Emergency directly impact the ability of members to meet safely in person.

Section 4. Measures to Promote Social Distancing. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 5. Remote Teleconference Meetings. The General Manager of the Town of Discovery Bay Community Services District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

Kevin Graves
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 meeting, held on June 1, 2022, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 1, 2022

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

Agenda Title

Authorize Board Member attendance and Activity Participation at the 2022 CSDA Conference in Palm Desert, August 22 through August 25, 2022.

Recommended Action

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association (CSDA) Conference located in Palm Desert, August 22 through August 25, 2022.

Executive Summary:

This year's Annual CSDA Conference is taking place in Palm Desert, August 22 through August 25, 2022. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board Members are permitted a stipend for attending this conference.

Costs for registration, activities, hotel and mileage are listed below:

- Registration – Early Bird (on/before July 22, 2022) - \$650.00
- Registration – Regular (after July 22, 2022) - \$725.00
- SDLF Scramble for Scholarships Golf Tournament August 22, 2022 - \$120.00
- Taste of the City Tour: Included in full registration price

(CSDA Conference Rate) Hotel: Per night, taxes, fees, and parking - \$139.00 plus Daily Tax estimate \$15.00/day plus, Travel Expense and Per Diem (when meals are not otherwise provided).

This action authorizes members of the Board of Directors attendance at the CSDA Annual Conference.

Previous Relevant Board Acts for This Item

July 18, 2018 – Board Approval to Attend 2018 CSDA Conference

Attachments

1. 2022 CSDA -Conference Information and Schedule

AGENDA ITEM: C5



**California Special
Districts Association**

[!)(31!]r.:.]

Districts Stronger Together

2022 Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts,

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over 30 breakout session options, network with your peers, and more at the leadership conference for special districts.

For more information and conference schedule visit the conference website.

Eligible for SDRMA Credit Incentive Points.

\$650 Early/ \$725 CSDA Member

\$975 Early/ \$1085 Non-member

Early bird registration is available through Friday, July 22, 2022

Need help paying for this Conference? Scholarship

funds are available from the Special District Leadership Foundation (SDLF). There's no district budget limit and you do not need to be a CSDA member to receive funds.

Apply [here](#)

HOTEL ROOM RESERVATIONS: The CSDA room rate at the JW Marriott is \$139 plus tax. Rooms are also subject to a \$15.00 + tax daily discounted Resort charge. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is July 22, 2022; however, space is limited and may sell out before this date.

Cancellation Policy:

Cancellations must be in writing and received by CSDA no later than July 22, 2022. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after July 22, 2022. Substitutions are acceptable and must be done in writing no than later August 12, 2022. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

[Exhibitor Terms and Conditions](#)

When 8/22/2022 - 8/25/2022

Where JW Marriott
74-855 Country Club Drive
Palm Desert 92260

CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE

SCHEDULE

Monday, August 22, 2022

Pre-Conference (*optional, additional fee, space may be limited)

TBD

Pre-Conference Tour*

8:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop #1: SDLA Governance Foundations*

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop #2: So, You Want to Be a General Manager?*

TBD

Pre-Conference: 2022 CSDA Special District Finance Professionals Forum*

1:30 - 3:30 p.m.

Certified Special Districts Manager (CSDM) Exam*, sponsored by Special District Leadership Foundation, must pre-register

3:45 - 5:15 p.m.

Chapter Round Table Discussion, optional, no fee but must be attending conference

5:15 - 7:30 p.m.

President's Reception with the Exhibitors - Conference Officially Begins!

Tuesday, August 23, 2022

7:30 - 8:30 a.m.

CSDA Board Meeting

7:30 - 8:30 a.m.

Continental Breakfast in the Exhibit Hall

8:45 - 10:45 a.m.

OPENING GENERAL SESSION

The Courage to Go Together: Three Questions to Change How You Work, Live and Lead

Shola Richards

AWARDS

- Staff Member of the Year Award
- Board Member of the Year Award
- General Manager of the Year Award
- New and Renewing SDLF Certified Special District Manager
- New Certificate in Special District Governance

11:00 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:30 p.m.

Exhibit Hall Lunch

1:45 - 3:00 p.m.

Breakout Sessions

3:45 - 4:45 p.m.

Breakout Sessions

5:00 - 6:30 p.m.

Mix and Mingle in the Exhibit Hall

Wednesday, August 24, 2022

8:00 - 8:45 a.m.

SDRMA Breakfast

8:45 - 10:30 a.m.

SDRMA KEYNOTE

Good Anxiety: Harnessing the Power of the Most Misunderstood Emotion

Dr. Wendy Suzuki

AWARDS

- SDRMA Awards
- New and Renewing SDLF Transparency Certificate of Excellence
- New and Renewing SDLF District of Distinction

10:45 a.m. - 12:00 p.m.

Breakout Sessions

11:00 a.m. - 12:00 p.m.

SDLF Board and Annual Meeting

12:15 - 1:45 p.m.

Legislative Update Luncheon

AWARDS

- Innovative Project/Program of the Year Award (large district)
- Innovative Project/Program of the Year Award (small district)
- Exceptional Public Outreach & Advocacy Award (large district)
- Exceptional Public Outreach & Advocacy Award (small district)
- Recognition of Previous and Outgoing Board Members
- Ralph Heim Exceptional Outreach & Advocacy Award
- William Hollingsworth Award of Excellence

2:00 - 3:15 p.m.

Breakout Sessions

2:00 - 3:00 p.m.

CSDAFC Board and Annual Meeting

3:30 - 4:45 p.m.

Breakout Sessions

5:00 - 6:00 p.m.

SDRMA Member Reception *(Invite only)*

6:00 - 9:00 p.m.

SDLF Taste of the City - Casino Night *(All registered attendees)*

Thursday, August 25, 2022

8:00 - 10:00 a.m.

Closing Program - TBD



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 1, 2022

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

Agenda Title

Approve the Extension of HERWIT Engineering Contract for Services into FY 2022-2023.

Recommended Action

Approve the Scope of Services contained in the HERWIT Engineering Scope of Work which provides contract engineering services for the Wastewater Division of the Town of Discovery Bay for the fiscal year 2022-2023, and authorize the General Manager to execute the Town's standard form of Consulting Agreement with HERWIT Engineering to perform the scope of work attached.

Executive Summary

HERWIT Engineering provides the District with the needed Engineering work for the Wastewater Services Division of the Town of Discovery Bay. In the coming Fiscal Year, the wastewater division needs general engineering and capital improvement services from HERWIT to perform and provide support for several projects. The scope of work included general engineering services such as:

- Plan Checking
- Field Inspections
- Testing, Review, and Witnessing
- Meeting Attendance
- General Administrative Services and;
- Project Design

Enclosed is HERWIT's proposed Scope of Work and Fee Schedule to continue General Engineering Services for FY 2022/23. 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 22/23.

The attached documents provide the basis for the budget estimate. The budget estimate is considered appropriate and as a not-to-exceed amount unless specifically approved in advance by the District. The proposed amount of \$75,000 includes HERWIT's labor rates and miscellaneous expenses. HERWIT will continue to bill monthly for labor and materials, only as incurred and in accordance with HERWIT's fee schedule.

Previous Relevant Board Actions for This Item

Fiscal Impact: \$75,000.00
Amount Requested:
Sufficient Budgeted Funds Available?
Prog/Fund # Category:

Attachments

1. Herwit Scope of work (Exhibit A)
2. Herwit Engineering Fee Schedule

AGENDA ITEM: C6

EXHIBIT A
SCOPE OF WORK
DISTRICT ENGINEER
ENGINEERING SUPPORT SERVICES
FOR THE
DISCOVERY BAY COMMUNITY SERVICES DISTRICT

The purpose of this Scope of Work is to provide engineering support services, on an as- needed consulting bases, as District Engineer for the Discovery Bay Community Services District.

CONSULTANT'S SERVICES

The CONSULTANT shall perform the following tasks in carrying out these services and shall perform all services in a manner consistent with the standards of the industry.

TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER

- 1.1. PLAN CHECKING: Consultant shall review all subdivision plans and construction documents for wastewater facilities ultimately owned by the District. Consultant shall review, and return signed copies of each submittal to the District for distribution to project applicants. Where possible, Consultant's comments shall be summarized on a comment sheet attached to one submittal copy.
 - 1.1.1. Consultant shall review construction documents for construction materials and methods acceptable to the District as they relate to the construction of wastewater facilities only, including pipe lines, sewers systems, wastewater plants, wastewater pumping stations, as well as other ancillary facilities directly supporting wastewater facilities such as electrical and control buildings.
 - 1.1.2. The following submittals will not be reviewed by the Consultant: Temporary Construction Submittals including shoring submittals.
 - 1.1.3. The Consultant shall maintain a file of all project plans and submittals.
 - 1.1.4. The Consultant's review of plans and submittals shall be completed, and review comments sent to the District within twenty-five (25) calendar days following the receipt of the submittal in the Consultant's office. If for any reason the review cannot be performed within this twenty-five (25) day calendar day period, Consultant shall notify the District and give reason for the delay.
 - 1.1.5. The Consultant's review is not intended as acceptance of the work if plans and submittals contain errors, omissions, or inconsistencies not discovered by

Consultant, nor is the review intended to relieve the submitting applicant of his full responsibility for proper engineering and design, nor is the review intended to ensure or guarantee lack of errors, omissions, or inconsistencies in submitted construction documents.

- 1.2. FIELD INSPECTIONS: Consultant shall provide field inspection services including the following:
 - 1.2.1. The Consultant shall inspect the construction of wastewater facilities including sewers, manholes, pipelines, pump stations, treatment plants, and support facilities as requested by the District.
 - 1.2.2. The Consultant shall be present during a single final project “walk-through” inspection with the District. Consultant shall participate in review and development of final inspection “punch-list.”
- 1.3. TESTING, REVIEW, and WITNESSING: The Consultant will perform review of procedures and witness testing of mechanical and electrical facilities including the following:
 - 1.3.1. The Consultant shall witness the testing of wastewater facilities including mechanical and electrical equipment as requested by the District.
- 1.4. ATTENDANCE AT MEETINGS: The Consultant shall attend meetings as District Engineer including the following
 - 1.4.1. Construction Meetings. Consultant shall attend and participate in certain project meetings at project sites in order to keep abreast of construction activities and be involved in questions which may arise concerning construction quality as requested by the District. During construction site visits, Consultant shall observe construction progress and shall discuss with Construction Manager relevant construction issues.
 - 1.4.2. Special Meetings. CONSULTANT shall attend special meetings to discuss and assist in resolving any construction issues as requested by the District.
 - 1.4.3. District Board Presentations. Attend and update District Board as requested.
- 1.5. GENERAL ADMINISTRATIVE SERVICES. Consultant shall furnish general administrative services to remain current on District projects and to provide for organized execution of work and retrieval of information. Such services shall include the following:
 - 1.5.1. Review and route, as appropriate, Project correspondence furnished by the Construction Manager and other entities. Maintain a logical and retrievable

filling system.

1.5.2. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.

1.5.3. Provide DISTRICT each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.

1.6. PROJECT DESIGN: The Consultant shall prepare plans and specifications for the construction of wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:

1.6.1. CONSULTANT shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.

1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.

1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.

1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents, incorporating the District's comments.

1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for the each project. Electronic files shall also be delivered to the District.

1.6.6. CONSULTANT shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.

1.6.7. Bid Period Assistance: Consultant shall assist the District prior to awarding construction contracts by:

1.6.7.1. Responding to questions from prospective General Contractor's prior to OWNER awarding contract.

1.6.7.2. Preparing addenda.

- 1.6.7.3. OWNER shall be responsible for distribution of original documents and addenda to prospective General Contractor's.
- 1.6.8. Engineering Deliverables: Consultant shall provide the following deliverables as part of design services:
 - 1.6.8.1. 30 percent (30%) design plans and technical specifications (2 copies).
 - 1.6.8.2. 90 percent (90%) design plans and technical specifications (2 copies).
 - 1.6.8.3. One hundred percent (100 %) design plans and technical specifications (reproducible originals).
 - 1.6.8.4. Addenda to plans and specifications (reproducible originals).
- 1.7. PROCESS ASSISTANCE: Consultant shall inspect and make recommendations for improvements to wastewater collection and treatment systems as requested by the District.
- 1.8. PERMIT AND PUBLIC AGENCY ASSISTANCE: Consultant shall assist the District in negotiating with and permitting facilities through other public agencies as requested by the District. Such work to include Environmental Impact Report (EIR) review, permit negotiations, permit applications, and meetings and correspondence with other public agencies.
- 1.9. Assist the District with water facilities or other facilities as requested.

PROJECT PERSONNEL

- 2. Consultant shall assign the following project personnel to this project:
 - 2.1. Kurt A. Gardner, a registered civil engineer, shall serve as project manager for the Consultant and shall personally oversee the performance of Consultant's Services. Mr. Gardner shall be responsible for civil engineering services.
 - 2.2. Gregory P. Harris, a registered mechanical engineer, shall be responsible for mechanical engineering services and civil engineering services under the direction of the project manager.
 - 2.3. Subconsultants: Consultant shall hire subconsultants in other engineering disciplines as required to assist in performing support services under this contractor.

HERWIT
ENGINEERING

HERWIT ENGINEERING

7/01/22 - 06/30/23 FEE SCHEDULE

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$210.00
Drafting	\$110.00
Word Processing	\$100.00
<u>Subconsultants</u>	
Engineering (Electrical - Structural)	\$170.00
 Other Direct Costs	
Travel, \$/mi	Federal Reimbursement
Subconsultants	Cost + 10%
Internal Printing	@ direct cost
Misc. travel and other indirect expenses	@ direct cost



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 1, 2022

Prepared By: Michael R. Davies, Interim Assistant General Manager

Submitted By: Michael R. Davies, Interim Assistant General Manager

Agenda Title

Ratify and Renumber Resolution No. 2022-07 Approved by the Board on March 16, 2022 to Resolution No. 2022-07a.

Recommended Action

Ratify and renumber Resolution No. 2022-07 approved by the Board on March 16, 2022 to Resolution No. 2022-07a.

Executive Summary

On March 16, 2022, the Board of Directors approved, by unanimous vote, Resolution 2022-07 – “Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.”

Due to a clerical numbering error, two Resolutions were issued the same number of 2022-07. To correct the duplication, staff is requesting that the Board ratify and renumber the aforementioned Resolution approved on March 16, 2022 to Resolution No. 2022-07a (attached).

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?:

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

March 16, 2022

Attachments:

Resolution 2022-07 Board Approved on 03/16/22

AGENDA ITEM: C7



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY
COMMUNITY SERVICES DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODY OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Town's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 - 54963), so that any member of the public may attend, participate, and watch the District's legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the Town's Board of Directors previously adopted a Resolution, Number 2021-16 on October 20, 2021, finding that the requisite conditions exist for the legislative body of the Town to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must make findings that the Board has reconsidered the circumstances of the state of emergency that exist in the Town, and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, the March 4, 2020, Governor proclaimed a State of Emergency continues to exist throughout California as a result of the threat of COVID-19; and

WHEREAS, currently the dominant strain of COVID-19 in the country continues to be more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees and members; and

WHEREAS, the Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing remain in effect; and

WHEREAS, the health orders issued by the Contra Costa County Health Officer to preserve the public health, including requiring all people in Contra Costa County who aren't fully vaccinated, to adhere to indoor masking requirements, recommending measures for social distancing from non-household members for vaccinated individuals that have been exposed to COVID-19, and measures acknowledging that close contact to other persons increases the risk of transmission, remain in *effect*.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.


Section 2. AB 361 Compliance. The Board of Directors began using teleconferencing in accordance with subdivision (e) of Section 54953 of the Government Code, as amended by AB 361, on October 20, 2021, and have made the requisite findings by majority vote not later than 30 days after October 20, 2021, and every 30 days thereafter.

Section 3. State of Emergency. The Board of Directors hereby reconsiders the circumstances of the current State of Emergency proclaimed by the Governor on March 4, 2020, and find that the ongoing conditions of the State of Emergency directly impact the ability of members to meet safely in person.

Section 4. Measures to Promote Social Distancing. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 5. Remote Teleconference Meetings. The General Manager of the Town of Discovery Bay Community Services District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.


Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.



Kevin Graves
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 meeting, held on March 16, 2022, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0



Dina Breitstein
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 1, 2022

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action Regarding the Fiscal Year 2022-23 Proposed DRAFT Operating, Capital and Revenue Budgets.

Recommended Action

Discuss and provide input, comments and direction to the Proposed Fiscal Year 2022-23 DRAFT Operating, Capital and Revenue Budgets.

Executive Summary

The preparation of the Proposed DRAFT Fiscal Year 2021-22 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Board of Directors reviewed the preliminary spending plans and revenue estimates at the May 19, 2022 Board Meeting.

For this coming fiscal year, the budget document continues to reflect the two-year forecast as in previous budget cycles. Staff determined that the two-year budget process is extremely beneficial for longer term planning for the Town. While the Board is presented with a two-year budget, only the upcoming fiscal year budget will be adopted.

The next step in the process is the Public Hearing on June 15, 2022. At the conclusion on the Public Hearing, the Board will vote to Adopt the Budget.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Presentation of the Preliminary Budget May 19, 2022.

Attachments

Fiscal Year 2022-23 **Proposed DRAFT** Operating, Capital and Revenue Budgets.

AGENDA ITEM: F1



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



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR 2022-2023 PROPOSED BUDGET

Table of Contents

Discovery Bay at a Glance	1
Board of Directors.....	4
Message from the General Manager.....	5
Finance Services Department	6
Water & Wastewater Services Department	7
Lighting and Landscaping Services Department	8
Recreation Services Department	9
District Consultants.....	10
District Mission, Vision, Goals & Values.....	11
Budget Message.....	12
Strategic Goals	13
Goals, Objectives, and Action	14
Authorized Positions	15
Organizational Chart by Department.....	16
Salary & Wages	17
Minimum Wage Adjustment January 2022	18
The Budget Process.....	19
Budget Overview.....	20
Special District Administration Services Revenue, Operations & Maintenance, and Capital Improvements	21
Water Services Revenue, Operations & Maintenance, and Capital Improvements.....	23
Water Utility Rates.....	28
Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements	29
Wastewater Utility Rates	34
Lighting & Landscaping, Community Center Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements.....	35
Lighting & Landscaping Zone #8 Appropriations	40
Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements.....	41
Lighting & Landscaping Zone #9 Engineer’s Report.....	44
Capital Projects	45

Public Financing Authority 48
Debt Service 49
District Awards..... 52
Supplemental Information..... 53

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 15,000 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 15,358 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

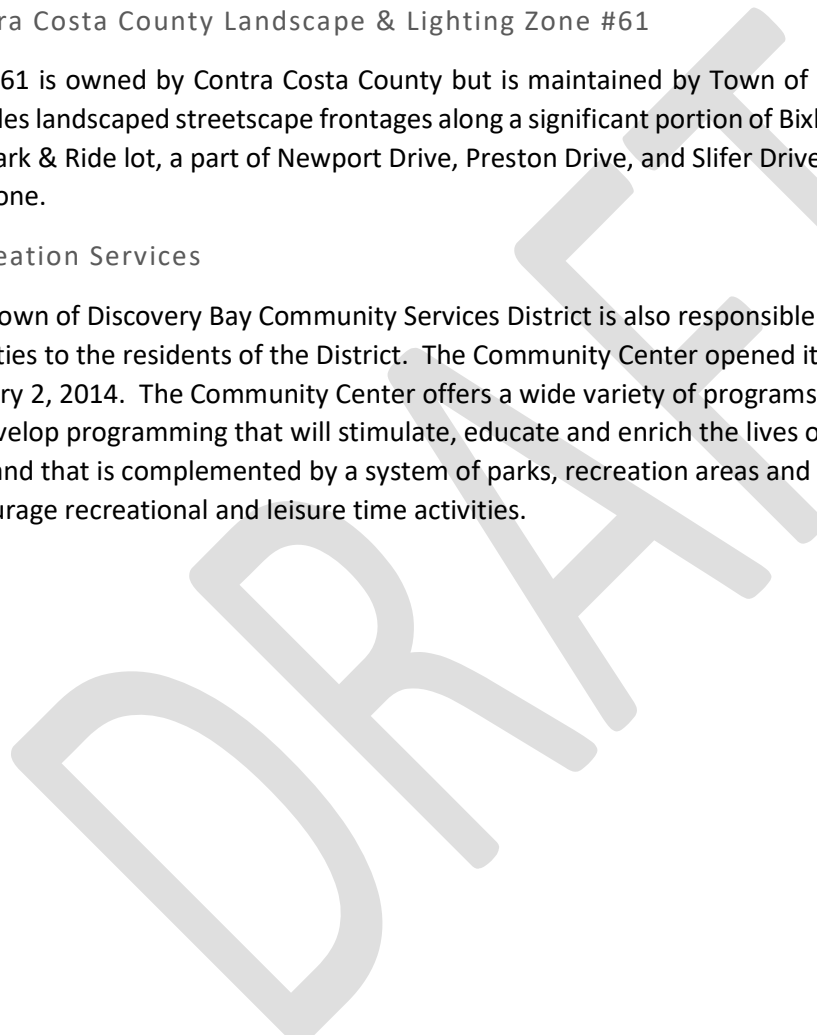
Zone 57 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

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 Kevin Graves	12/2018 to 12/2022
Vice-President Ashley Porter	10/2020 to 12/2022
Director Bryon Gutow	12/2018 to 12/2022
Director Carolyn Graham	12/2020 to 12/2024
Director Michael Callahan	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.

The COVID-19 pandemic created the suspension of many Town activities during 2020 and through 2021; however, we are optimistic that during this FY22/23 budget year we will again see our Community Center and parks become 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 \$27.7 million for the Fiscal Year 2022-23. 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).

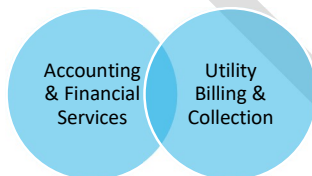
The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider to assure compliance with all regulatory requirements, laws and District policies pertaining to payroll.

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

Goals

- Ensure expenditures are consistent with adopted policies
- Move towards paperless documentation. Continue implementation and updating technologies to increase efficiencies to ensure accurate reporting



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

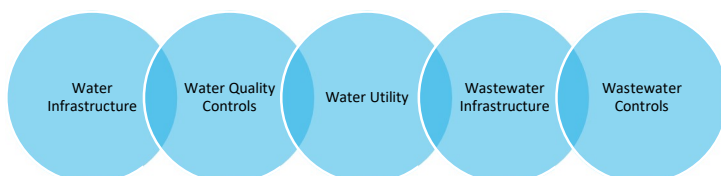
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town's 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

- ✓ Finishing Edgeview Pipeline Project.
- ✓ Started Denitrification project.
- ✓ Completed Willow Lake and Newport water treatment Filters B.
- ✓ Ordered Vac-Truck.

Goals

- Continue construction of the Denitrification project.
- Start Outfall Diffuser Project.
- Water Treatment Filters A rehab at Newport and Willow.
- Receive delivery of Vac-Truck.



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 includes 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
- Willow Lake Island enhancements
- Complete Prop 68 ‘Per Capita’ Grant Projects
- Slifer Park basketball court resurfacing
- Zone 35 (Bixler Road Median) 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

- ✓ Community Pool and adjacent structure rehabilitation completed
- ✓ Pool furniture and umbrellas purchased
- ✓ Synthetic turf installed
- ✓ 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
- ✓ Advertising on Facebook and Instagram
- ✓ Tennis courts 1, 2, 3 to be resurfaced this fiscal year
- ✓ Installed security cameras and lighting at Community Center for safety
- ✓ Golf cart parking in progress
- ✓ Summer Jam Concerts restarted

Goals

- Rebuilding community recreational programming stalled by COVID-19 shutdowns; update safety protocols as required
- 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
- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings



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, 2022, through June 30, 2023. 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, lift station upgrades, and the purchase of a new Vac Truck. The District formed an ad hoc committee to access 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 begin December 1, 2022. Out credit rating remained at a "AA" rating help keep our interest rate low.

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. The Community Center has restarted its programming that was shut-down for almost 2 years due to the COVID-19 pandemic.

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.

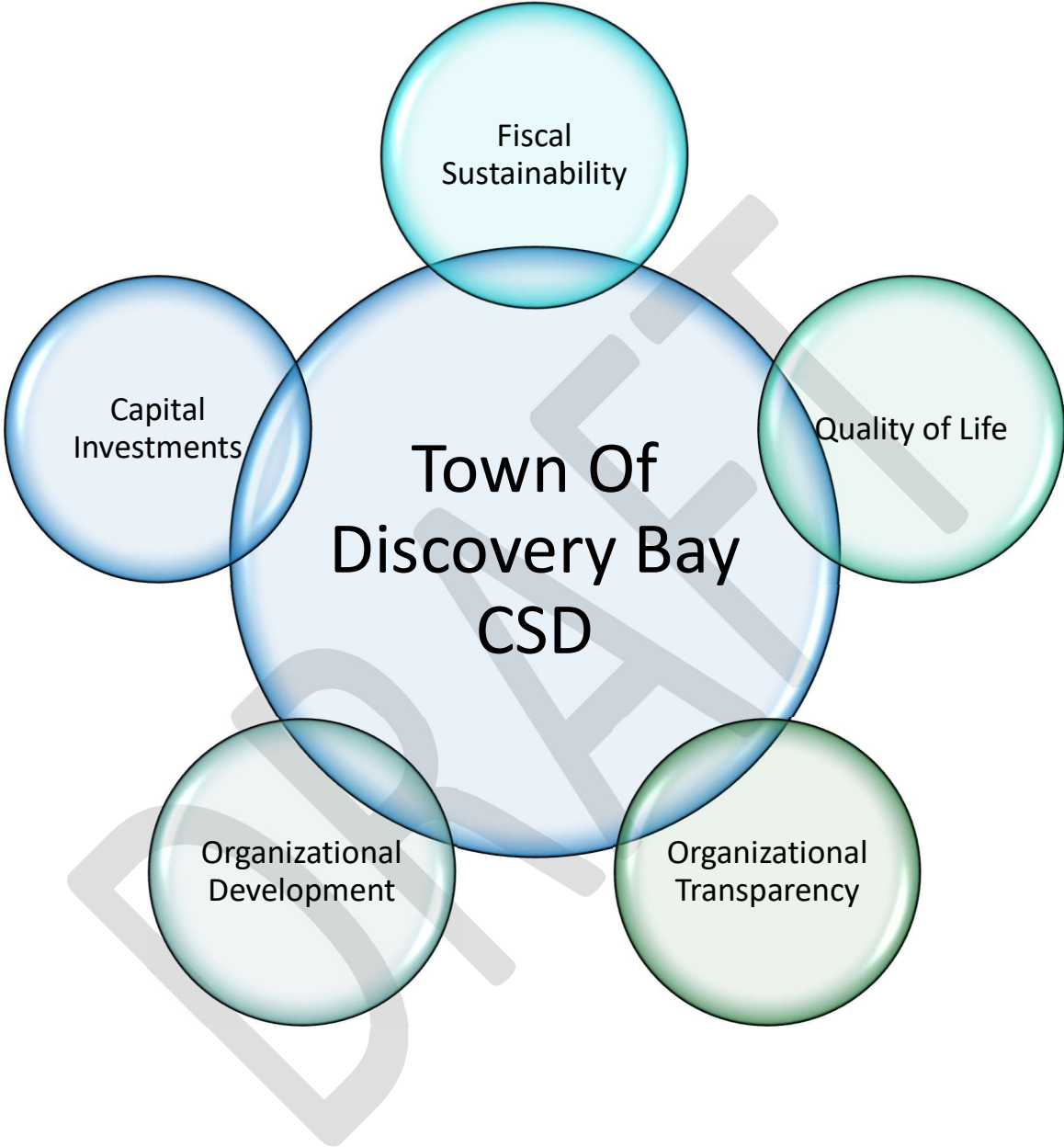
I would like to thank the District staff for their contributions toward producing the budget. I am delighted to work with employees that care deeply about the Town of Discovery Bay. I, along with staff, look forward to serving the community, executing the District's capital projects, and working together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

Julie Carter, Finance Manager

Strategic Goals



Goals, Objectives, and Action

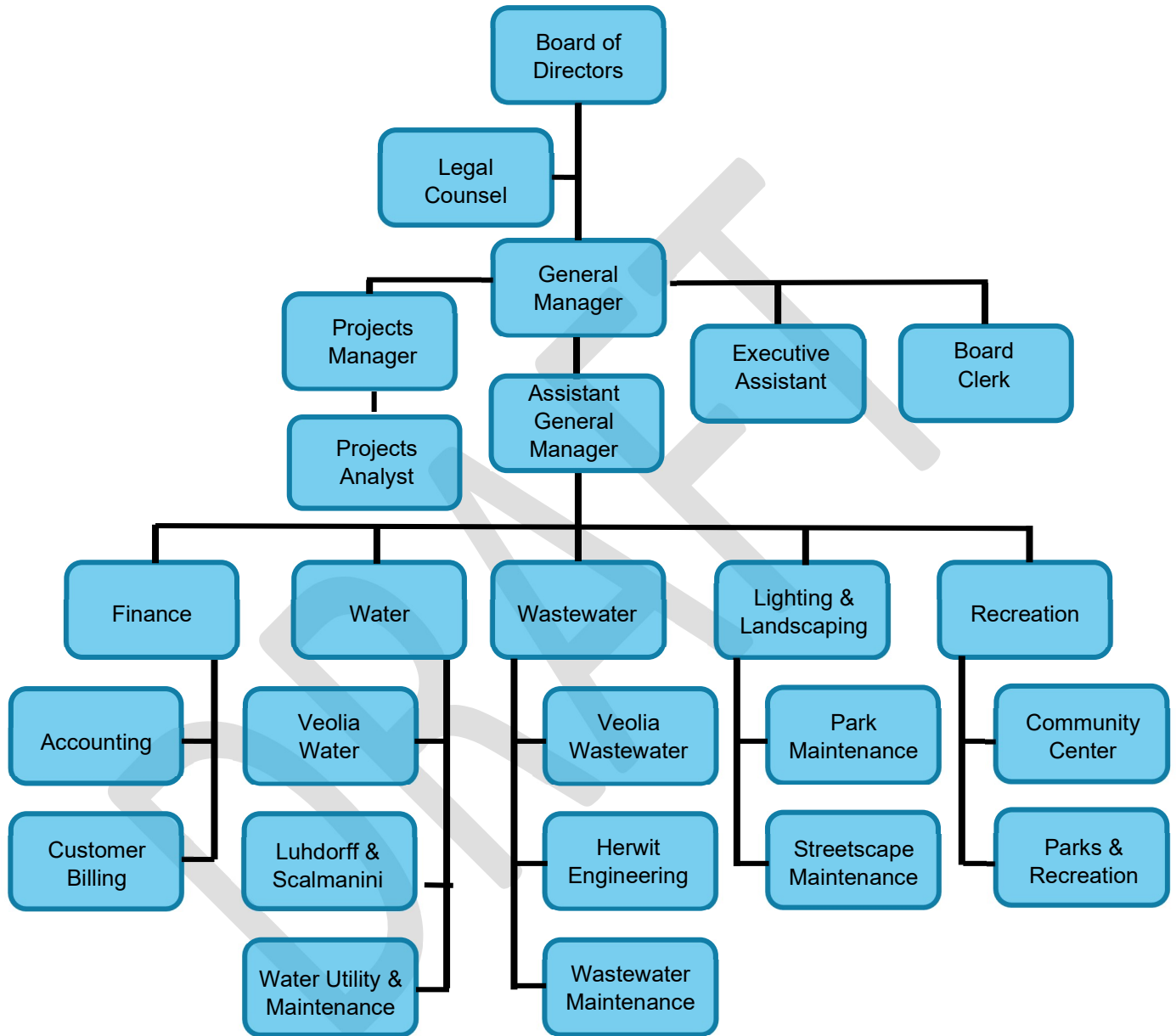
Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review 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 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Office Assistant	2	2	2	2
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Accounting/Project Analyst	0	0	0	1
Accountant	1	1	1	1
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	20	21

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	\$1,220	\$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	\$22.71	\$3,936	\$47,237	\$25.70	\$4,455	\$53,456
Park/Landscaper/Maintenance II	235	\$27.02	\$4,683	\$56,202	\$30.57	\$5,299	\$63,586
Park/Landscaper/Maintenance III	250	\$29.81	\$5,167	\$62,005	\$33.73	\$5,846	\$70,158
Office Assistant/Customer Service Representative A	225	\$23.28	\$4,035	\$48,422	\$26.34	\$4,566	\$54,787
Office Assistant/Customer Service Representative B	230	\$25.69	\$4,453	\$53,435	\$29.06	\$5,037	\$60,445
Account Clerk	240	\$27.68	\$4,798	\$57,574	\$31.32	\$5,429	\$65,146
Administrative Assistant/Parks-Recreation Assistant A	245	\$28.36	\$4,916	\$58,989	\$32.09	\$5,562	\$66,747
Administrative Assistant/Parks-Recreation Assistant B	260	\$31.31	\$5,427	\$65,125	\$35.42	\$6,139	\$73,674
Sr. Account Clerk	255	\$30.57	\$5,299	\$63,586	\$34.59	\$5,995	\$71,947
Accountant I	275	\$32.28	\$5,595	\$67,142	\$42.36	\$7,342	\$88,109
Executive Assistant A	270	\$35.44	\$6,143	\$73,715	\$40.10	\$6,951	\$83,408
Executive Assistant B	280	\$39.13	\$6,782	\$81,390	\$44.27	\$7,673	\$92,082
Project Analyst	265	\$38.47	\$6,666	\$80,000	\$50.48	\$8,750	\$105,000
Water Tech I	210	\$24.47	\$4,241	\$50,898	\$27.68	\$4,798	\$57,574
Water Tech II	270	\$35.44	\$6,143	\$73,715	\$40.10	\$6,951	\$83,408
Water Tech III	280	\$39.68	\$6,878	\$82,534	\$43.79	\$7,590	\$91,083
Series 300: Management Staff							
	Range #	Bottom Step Hourly	Monthly•	Annual•	Top Step Hourly	Monthly•	Annual•
Recreation Programs Supervisor	300	\$34.58	\$5,994	\$71,926	\$44.26	\$7,672	\$92,061
Manager: Parks/Landscape	345	\$44.44	\$7,703	\$92,435	\$55.50	\$9,620	\$115,440
Managers: Finance; Water/Wastewater	350	\$43.60	\$7,557	\$90,688	\$54.45	\$9,438	\$113,256
Series 400: Senior Management Staff							
	Range #	Bottom Step Hourly	Monthly•	Annual•	Top Step Hourly	Monthly•	Annual•
Assistant General Manager	400	\$53.34	\$9,245	\$110,947	\$66.62	\$11,547	\$138,570
General Manager					\$120.19	\$20,833	\$249,995
Projects Manager	425	\$79.88					

Minimum Wage Adjustment January 2022

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

- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

Proposed Minimum Wage Increase January 2023

	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader I	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50
Recreation Leader II	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75
Lifeguard	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00
Lifeguard/Swim Instructor & Rec Leader III	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25
Assist. Pool Supervisor	\$20.50	\$20.75	\$21.00	\$21.25	\$21.50
Pool Supervisor	\$21.75	\$22.00	\$22.25	\$22.50	\$22.75

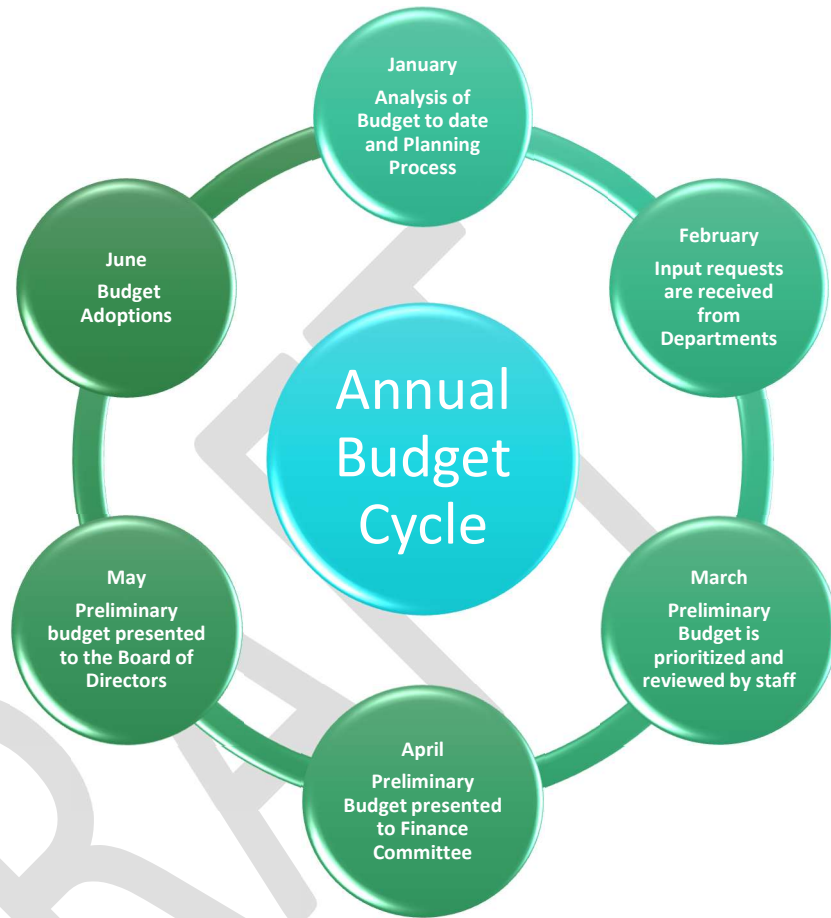
The Budget Process

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.

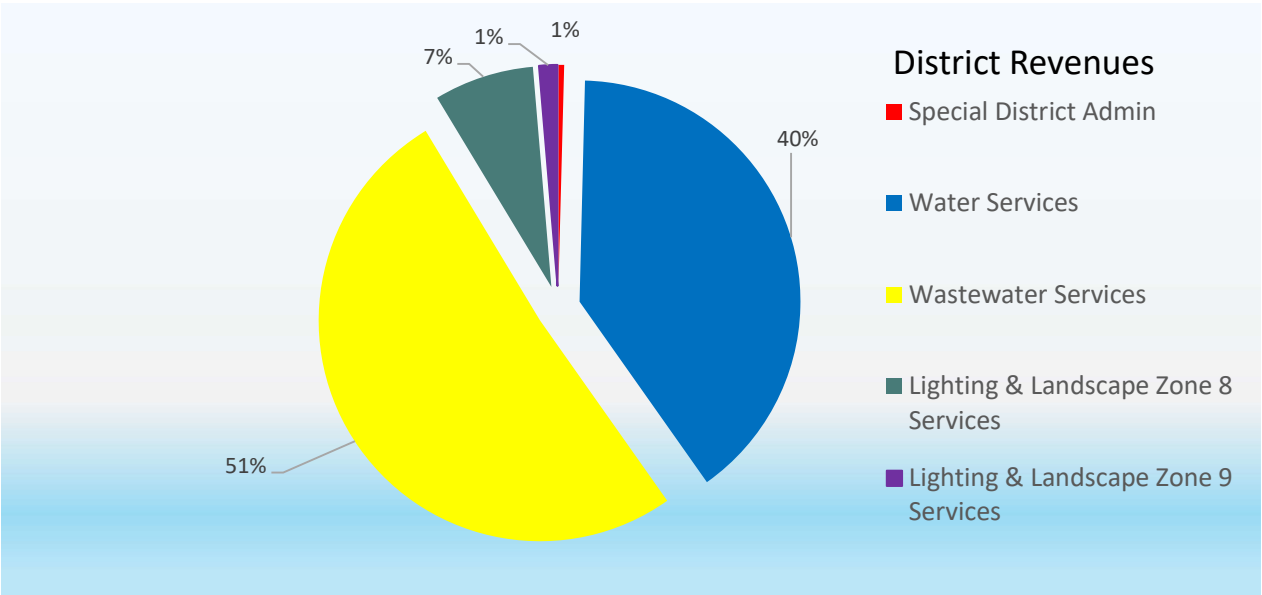
May: The preliminary budget is presented to the Board of Directors at the Budget Workshop; Finance Manager completes final budget.

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

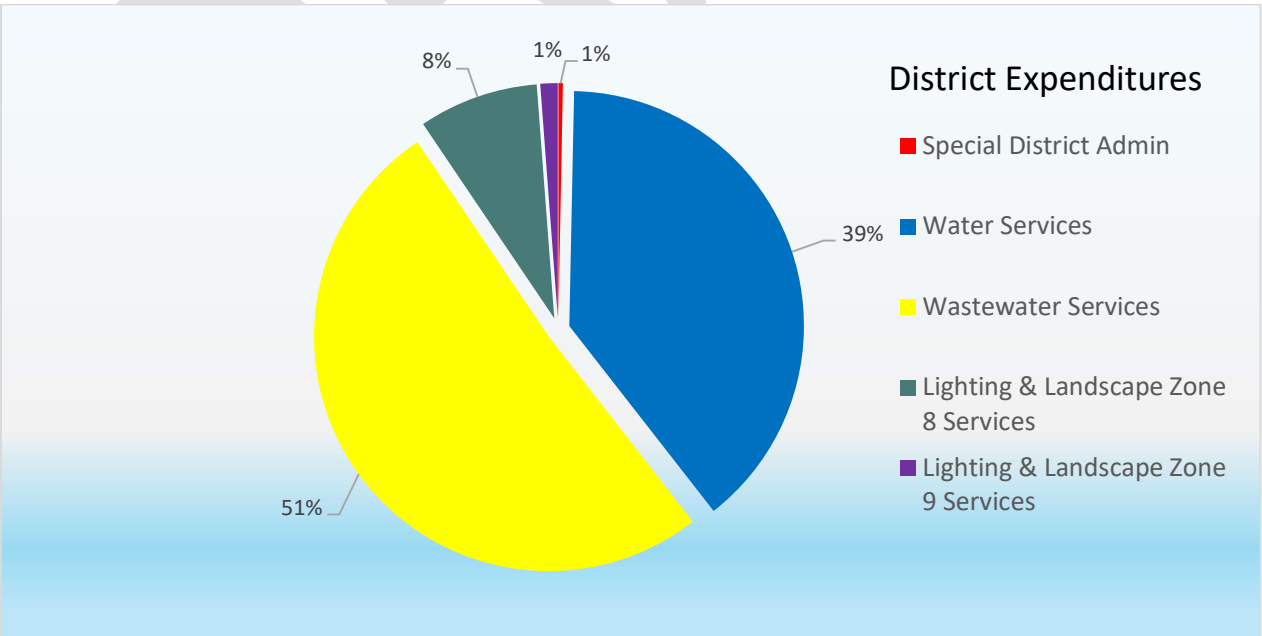
Budget Overview

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 2022-2023.

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.

Revenue

Account Code	Revenue	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
10-31-5226	Landscape Reimbursable	93,701	35,000	23,075	35,000	35,000
	Total	\$93,701	\$35,000	\$23,075	\$35,000	\$35,000

Expenditures

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
10-41-7529	Landscape Related Reimbursable	95,349	35,000	42,163	35,000	35,000
10-41-8000	Operating Transfers Out	65,743	0	0	0	0
	Total	\$161,092	\$35,000	\$42,163	\$35,000	\$35,000

Capital Improvements

Capital Improvements are planned by Contra Costa County Public Works Department. For Fiscal year 2022-2023 the following projects are planned

- Zone 35 - add ballast lighting to the walking path.
- 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 \$18,900 from the 2021/2022 budget. The District is continuing with its review of these zones and the sustainability to financially maintain them.

	2021-2022 Budget	2022-2023 Budget	YoY Variance	% Variance
Zone 35	21,700	25,100	3,400	16%
Zone 57	61,700	61,200	(500)	-1%
Zone 61	200,000	216,000	16,000	8%

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 6/30/2022 will be recorded in Accounts Receivable for the wastewater department.



Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below 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 Details

Account Code	Revenue	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
20-31-5102	SEC Collections Account Charge	1,548,751	1,569,961	833,944	1,598,310	1,627,047
20-31-5145	Meter Installation Fee	333,823	335,218	251,674	335,218	335,218
20-31-5179	Misc.-Water Service Fees	3,956	10,000	12,468	10,000	10,000
20-31-5151	Grant	67,530	0	38,934	0	0
20-31-5226	Water Meter Rental	500	500	325	500	500
20-31-5243	Other (Misc./Developer Fees)	32,438	2,000	42,723	10,000	10,000
20-31-6000	Water Charges	2,960,014	2,816,625	1,997,613	2,901,000	2,959,020
20-31-6030	Connection Fees CIP	400	6,000	0	6,000	6,000
20-31-6045	Capacity Fee CIP	19,400	15,000	0	15,000	15,000
20-31-6046	Permit Fee	200	5,000	0	5,000	5,000
20-31-6047	Inspection Fee	640	5,000	0	5,000	5,000
20-31-6086	Meter Charge-Commercial	87,416	80,000	66,340	85,000	90,000
	Total Revenue	5,055,067	4,845,304	3,244,021	4,971,028	5,062,785

Expenditure Details

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
20-41-7000	Salary & Wages	509,863	608,549	406,226	592,103	621,708
20-41-7001	Overtime	0	2,000	0	2,000	2,000
20-41-7003	ER Taxes	37,913	60,855	20,977	59,210	62,171
20-41-7030	Group Insurance	92,362	121,000	72,019	110,000	120,000
20-41-7045	Workers Comp	5,105	14,720	8,244	19,200	20,160
20-41-7060	457 B/401a Plans	22,419	44,800	23,294	30,000	30,900
20-41-7105	Reimbursement of Insurance	(41,259)	(40,000)	(8,865)	(40,000)	(40,000)
20-41-7150	Temporary Employees	0	3,000	18,569	3,000	3,000
20-41-7165	Board of Directors Compensation	10,772	22,500	8,326	22,500	22,950

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
20-41-7180	Training Conferences Travel	1,854	31,000	3,245	31,000	31,620
20-41-7210	Dues & Subscriptions	0	500	0	0	0
20-41-7225	Memberships	8,198	8,000	8,927	9,000	9,000
20-41-7255	TODB Sponsored Events	50	4,000	0	10,000	10,000
20-41-7271	Consulting Services	338,195	306,300	186,651	285,700	305,300
20-41-7272	Water Service Contract	686,458	700,000	523,819	720,000	741,600
20-41-7276	Contract Mailing	35,510	41,000	28,852	47,000	49,350
20-41-7280	Veolia Pass-Thru Expenses	170,729	132,500	83,780	132,500	132,500
20-41-7286	Legal - General	33,653	59,455	17,078	70,000	70,000
20-41-7288	Legal - Litigation	215	18,800	0	10,000	10,000
20-41-7301	Annual Audit Services	11,589	27,500	132	15,000	15,450
20-41-7316	Election Expense	5,132	0	0	6,000	0
20-41-7317	Advertising	960	2,000	42	2,000	2,000
20-41-7318	Public Relations	0	6,000	0	1,000	1,000
20-41-7319	Internet Website	1,200	4,800	1,344	4,800	4,800
20-41-7345	Public Communications and Notice	186	2,400	0	2,400	2,400
20-41-7361	Telephone - general	5,201	5,500	3,357	5,750	5,923
20-41-7362	Telecom - networking	6,564	5,600	5,303	5,600	5,600
20-41-7363	Telephone - cellular	3,245	6,000	2,875	6,000	6,000
20-41-7376	Construction Material Repair	132,703	125,000	45,608	137,500	137,500
20-41-7392	Vehicle & Equipment - Fuel	8,672	10,000	7,451	15,000	15,450
20-41-7393	Vehicle & Equipment Sup & Rep	7,705	4,400	5,213	6,000	6,000
20-41-7404	Water Meter and Registers	73,903	70,000	160,166	70,000	70,000
20-41-7406	General Repairs	429,538	450,000	255,515	450,000	475,000
20-41-7409	Info System - Maintenance	23,316	22,000	15,977	23,000	23,000
20-41-7410	Equipment Maintenance	2,388	3,600	1,675	3,600	3,600
20-41-7411	Software Hosting	26,659	35,845	23,742	40,000	42,000
20-41-7412	Computer Equipment & Supplies	776	3,500	631	3,500	3,500
20-41-7413	Miscellaneous Small Tools	4,577	4,000	2,495	4,000	4,000
20-41-7414	Equipment Repair	378	400	653	400	400
20-41-7415	Computer Software	1,314	4,000	479	4,000	4,000
20-41-7422	Minor Equipment/Furniture	0	2,000	0	2,000	2,000
20-41-7423	Office Furniture	3,600	5,000	0	3,000	3,000
20-41-7424	Postage	818	1,000	2,153	1,000	1,000
20-41-7425	Office Supplies	9,619	10,000	7,294	10,000	10,000
20-41-7437	Rent Public Meetings	0	200	0	200	200
20-41-7438	Building Rent	13,200	13,200	13,200	13,200	13,200
20-41-7439	Equipment Rental/Leasing	1,089	3,000	852	3,000	3,000

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
20-41-7440	Facility Maintenance - Landscape	5,840	5,000	4,250	5,000	5,000
20-41-7441	Building Maintenance	9,685	12,000	4,928	12,000	12,000
20-41-7451	Insurance Liability & Property	67,856	94,365	94,865	128,068	160,085
20-41-7466	Permits & Fees	39,645	45,000	43,517	45,000	45,000
20-41-7469	Personal Protective Equipment	1,578	3,000	1,341	3,000	3,000
20-41-7470	Safety Equipment & Supplies	(344)	1,400	114	1,400	1,400
20-41-7481	Utilities/Electrical Cost	508,843	567,069	336,759	575,424	604,196
20-41-7483	Utilities/Waste Cost	16,247	12,000	6,077	12,000	12,000
20-41-7495	Chemicals	5,938	0	27,401	50,000	52,500
20-41-7510	Freight	0	800	0	800	800
20-41-7511	UPS/Courier	0	320	0	320	320
20-41-7526	Miscellaneous Bank Charges	23,170	25,000	18,185	25,000	25,625
20-41-7527	Miscellaneous Services & Suppl	920	1,500	1,080	1,500	1,538
20-41-7532	Miscellaneous	23,077	2,000	(23,077)	2,000	2,000
20-41-7533	Bad Debt	217	5,000	0	5,000	5,000
20-41-7536	Debt Service/Operating Transfer Out	143,608	455,844	144,224	548,940	548,596
20-41-7545	Revenue Collection	1,787	2,400	2,099	2,400	2,460
20-41-7547	Payroll Wire Transfer Fee	251	1,040	212	500	500
20-41-7549	Public Works - Permits	0	20,000	4,531	20,000	20,000
20-41-7550	Property Taxes	643	1,200	157	1,200	1,200
20-41-7587	Developer Deposit Reimbursement	20,377	3,000	33,624	10,000	10,000
	Total	3,594,336	4,223,863	2,659,915	4,400,715	4,575,500

Capital Improvement Details

Capital Improvements	Actual	Budgeted	Actual YTD	Budgeted	Budgeted
	FY 2020-2021	FY 2021-2022	FY 2021-2022	FY 2022-2023	FY 2023-2024
CIP for Water Supply Capacity (Source, Treatment and Storage)		1,248,000		1,200,000	2,400,000
Upgrades and Maintenance for Existing Water Supply Facilities		755,500		1,448,000	2,513,000
Water Distribution System/Pipeline Replacements		750,000		2,250,000	1,500,000
Additional Capital Improvements - Water Distribution System & Maintenance				250,000	
Master Plans		50,000		50,000	
Relocation of District Office Building		160,000		300,000	500,000
Water/WW Combined Project Total (trucks, repairs, equipment)		224,000		24,000	300,000
Total	\$1,104,775	\$3,187,500	\$41,472	\$5,522,000	\$7,213,000

In fiscal year 2022/2023, the District will begin the Capital Improvement Projects which include:

- the design and site acquisition for Well #8
- begin long-term mainline pipeline replacement program
- Filter repair at Newport & Willow Treatment Plants
- cathodic protection
- relocation of District office building

For a complete listing of capital projects and associated costs please see page 46.

Budgeted Fund Summary

Water Fund Summary	Year End Fund Balance FY 20/21	Budgeted Revenues FY 21/22	Budgeted Expenses FY 21/22	Budgeted Fund Balance FY 21/22	Estimated Revenues FY 22/23	Estimate Expenses FY 22/23	Estimate Fund Balance FY 22/23	Estimated Revenues FY 23/24	Estimate Expenses FY 23/24	Estimate Fund Balance FY 23/24
Beginning Fund Balance(Carryover)		8,515,084			5,949,025			2,197,338		
O&M Funds	718,246	4,223,863	4,223,863	718,246	4,400,715	4,400,715	718,246	4,575,500	4,575,500	718,246
Bond Financing				0	1,200,000		1,200,000	2,400,000		3,600,000
Capital Improvement Funds	5,009,684	371,441	3,187,500	2,193,625	320,313	5,522,000	(3,008,062)	237,285	7,213,000	(9,983,777)
Revolving Funds	1,262,154	250,000	0	1,512,154	250,000		1,762,154	250,000	0	2,012,154
Reserve Funds	1,525,000	0	0	1,525,000	0	0	1,525,000	0	0	1,525,000
YE Fund Balance	\$8,515,084	\$13,360,388	\$7,411,363	\$5,949,025	\$12,120,053	\$9,922,715	\$2,197,338	\$9,660,123	\$11,788,500	(\$2,128,377)

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.

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
<small>DW= Dwelling Unit ccf=100 cubic feet=748 gallons</small>										

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 below 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

Account Code	Revenue	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
21-31-5101	SEC Collections Wastewater	5,991,418	6,037,153	3,226,155	6,134,148	6,228,622
21-31-5177	Reimbursements	0	6,300	0	0	0
21-31-5179	Misc.	2,233	0	0	0	0
21-31-5243	Other (Misc./Developer Fees)	56,793	10,000	8,043	10,000	10,000
21-31-6015	Sewer Charges-Commercial	110,517	157,000	86,632	157,000	157,000
21-31-6030	Connection Fees CIP	400	0	100	10,000	10,000
21-31-6045	Capacity Fee CIP	48,120	65,000	0	65,000	65,000
21-31-6046	Permit Fee	0	5,000	0	5,000	5,000
21-31-6047	Inspection Fee	640	5,000	0	5,000	5,000
21-31-6086	CO ZONES VEHICLE REIMBURSABLE	0	0	0	0	0
21-31-6087	CO ZONES PAYROLL REIMBURSABLE	0	0	12,722	0	0
	Total	6,210,120	6,285,453	3,333,652	6,386,148	6,480,622

Expenditures

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
21-41-7000	Salary & Wages	506,704	677,607	470,473	718,553	754,480
21-41-7001	Overtime	0	2,000	0	2,000	2,000
21-41-7003	ER Taxes	63,362	67,761	54,537	71,855	75,448
21-41-7030	Group Insurance	140,952	180,000	106,873	180,000	185,400
21-41-7045	Workers Comp	7,658	22,080	12,366	28,800	33,120
21-41-7060	457 B/401a Plans	33,490	67,200	29,378	45,000	46,350
21-41-7105	Reimbursement of Insurance	(61,888)	(50,000)	(72,030)	(50,000)	(50,000)
21-41-7150	Temporary Employees	0	5,000	21,304	5,000	5,000
21-41-7165	Board of Directors Compensation	16,138	22,500	12,489	22,500	22,950
21-41-7180	Training Conferences Travel	1,013	30,000	12,211	30,000	30,000

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
21-41-7210	Dues & Subscriptions	0	2,600	0	2,600	2,600
21-41-7225	Memberships	8,874	12,000	5,055	12,000	12,000
21-41-7255	TODB Sponsored Events	75	6,000	0	10,000	10,000
21-41-7270	Environmental Studies	4,791	0	0	0	0
21-41-7271	Consulting Services	141,934	234,000	70,589	156,300	162,660
21-41-7272	Wastewater Service Contract	1,029,687	1,044,000	785,729	1,079,000	1,111,370
21-41-7280	Veolia Pass-Thru Expenses	217,611	340,000	245,689	240,000	240,000
21-41-7286	Legal - General	51,430	121,900	18,845	100,000	100,000
21-41-7288	Legal - Litigation	323	25,000	0	10,000	10,000
21-41-7301	Annual Audit Services	17,341	36,300	198	22,000	22,660
21-41-7316	Election Expense	7,697	0	0	10,000	0
21-41-7317	Advertising	1,262	3,000	64	3,000	3,000
21-41-7345	Public Communications and Notice	0	3,600	0	3,600	3,600
21-41-7361	Telephone - general	10,480	15,000	7,555	15,000	15,000
21-41-7362	Telecom - networking	10,855	15,000	9,848	15,000	15,000
21-41-7363	Telephone - cellular	3,208	6,000	3,210	6,000	6,000
21-41-7376	Road/Construction Materials	0	3,000	0	3,000	3,000
21-41-7392	Vehicle & Equipment - Fuel	1,760	6,000	3,059	7,500	7,500
21-41-7393	Vehicle & Equipment Sup & Rep	9,779	30,000	1,737	30,000	30,000
21-41-7406	General Repairs	(4,714)	150,000	1,146	75,000	75,000
21-41-7409	Info System - Maintenance	35,732	33,000	28,753	40,000	40,000
21-41-7410	Equipment Maintenance	2,407	5,400	2,647	5,400	5,400
21-41-7411	Software Hosting	9,337	17,400	9,337	17,400	17,400
21-41-7412	Computer Equipment & Supplies	639	6,000	963	6,000	6,000
21-41-7413	Miscellaneous Small Tools	482	3,000	449	3,000	3,000
21-41-7414	Equipment Repair	0	600	976	600	600
21-41-7415	Computer Software	1,368	1,500	760	1,500	1,500
21-41-7424	Postage	1,141	1,500	3,002	1,500	1,500
21-41-7425	Office Supplies	7,279	10,000	3,950	10,000	10,000
21-41-7438	Building Rent	19,800	19,800	19,800	19,800	19,800
21-41-7439	Equipment Rental/Leasing	805	4,000	761	4,000	4,000
21-41-7440	Facility Maintenance - Landscape	275	2,400	6,788	2,400	2,400
21-41-7441	Building Maintenance	6,786	12,000	7,503	12,000	12,000
21-41-7451	Insurance Liability & Property	101,647	141,547	141,547	184,012	230,014
21-41-7466	Permits & Fees	49,524	55,000	41,164	55,000	55,000
21-41-7468	NPDES Permits & Fines	6,000	70,000	0	70,000	70,000
21-41-7469	Personal Protective Equipment	0	1,000	1,263	1,000	1,000
21-41-7470	Safety Equipment & Supplies	(339)	3,000	(44)	3,000	3,000

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
21-41-7481	Utilities/Electrical Cost	500,572	557,007	363,999	550,424	577,946
21-41-7483	Utilities/Waste Cost	4,986	2,000	8,000	2,000	2,000
21-41-7495	Chemicals-Veolia	17,743	0	0	12,000	12,000
21-41-7510	Freight	0	1,000	0	1,000	1,000
21-41-7526	Miscellaneous Bank Charges	88	1,000	30	1,000	1,000
21-41-7527	Miscellaneous Services & Suppl	1,454	4,500	1,574	4,500	4,500
21-41-7533	Bad Debt	719	5,000	0	1,000	1,000
21-41-7534	Special Expense	3,055	2,000	3,768	2,000	2,000
21-41-7536	Debt Service/Operating Transfer Out	1,206,089	1,342,687	849,539	1,848,491	1,843,647
21-41-7545	Revenue Collection	3,627	7,000	3,399	7,000	7,000
21-41-7547	Payroll Wire Transfer Fee	376	1,500	283	1,500	1,500
21-41-7549	Public Works - Permits	0	3,500	0	3,500	3,500
21-41-7550	Property Taxes	11,501	18,000	11,758	2,000	2,000
21-41-7587	Developer Deposit Reimbursement	3,960	10,000	0	10,000	10,000
	Total	3,649,079	5,419,889	3,313,129	5,736,735	5,885,846

DRAFT

Capital Improvements

Capital Improvements	Actual	Budgeted	Actual YTD	Budgeted	Budgeted
	FY 2020-2021	FY 2021-2022	FY 2021-2022	FY 2022-2023	FY 2023-2024
Annual Wastewater Lift Station Improvements		200,000		550,000	500,000
Additional Capital Improvements - Wastewater System & Maintenance		80,000			
Denitrification Project		10,000,000		5,924,300	2,500,000
Wastewater Equipment and vehicle replacements (Vac Truck/V Truck Pumpstations/Solar Dryer Panels)		930,000		847,000	817,000
Wastewater Infrastructure Repair (Outfall Diffuser)		800,000		649,000	-
Master Plans		100,000		100,000	100,000
Relocation of District Office Building		240,000		450,000	750,000
Water/WW Combined Project Total (trucks, repairs, equipment)		576,000		36,000	37,000
Total	\$979,616	\$12,686,000	\$5,022,000	\$8,556,300	\$5,045,000

In fiscal year 2022/2023, the District will begin the Capital Improvement Projects which include multiple wastewater treatment plant modifications such as:

- Denitrification
- Lift Station upgrades
- New Vac Truck (ordered waiting on delivery)
- 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 page 46.

Budgeted Fund Summary

Wastewater Fund Summary	Year End Fund Balance FY 20/21	Budgeted Revenues FY 21/22	Budgeted Expenses FY 21/22	Budgeted Fund Balance FY 21/22	Estimated Revenues FY 22/23	Estimate Expenses FY 22/23	Estimate Fund Balance FY 22/23	Estimated Revenues FY 23/24	Estimate Expenses FY 23/24	Estimate Fund Balance FY 23/24
Beginning Fund Balance(Carryover)		16,227,107			4,416,671			9,509,784		
O&M Funds	3,630,796	4,759,280	5,419,889	2,970,187	5,736,735	5,736,735	2,970,187	5,885,846	5,885,846	2,970,187
Bond Financing				0	13,000,000		13,000,000			13,000,000
Capital Improvement Funds	8,133,285	1,261,173	12,686,000	(3,291,542)	374,413	8,556,300	(11,473,429)	319,776	5,045,000	(16,198,653)
Revolving Funds	2,632,426	275,000	0	2,907,426	275,000		3,182,426	275,000	0	3,457,426
Reserve Funds	1,830,600	0	0	1,830,600	0	0	1,830,600	0	0	1,830,600
YE Fund Balance	\$16,227,107	\$22,522,560	\$18,105,889	\$4,416,671	\$23,802,819	\$14,293,035	\$9,509,784	\$15,990,406	\$10,930,846	\$5,059,560

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.

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 19/20, the District completed a rate study to properly plan for the costs of these 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

DRAFT

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

Account Code	Revenue	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
40-31-5106	Current Secured Property Tax	727,328	690,840	402,426	704,657	718,750
40-31-5148	Advertising Revenue	2,850	500	700	500	510
40-31-5149	Community Center Program Fees	1,825	30,000	8,480	40,000	40,800
40-31-5150	Community Center Events	0	1,500	0	1,000	1,020
40-31-5195	Interest Income	26,849	0	0	0	0
40-31-5226	CCC Vehicle Reimbursement	74,393	75,000	49,488	75,000	76,500
40-31-5243	Other	0	6,000	0	6,000	6,000
40-31-6000	Recreation Revenue	0	2,500	7,326	0	0
40-31-6050	Gifts & Contributions	42,145	4,000	0	4,000	4,080
40-31-6695	Rentals	34,257	38,000	3,925	39,000	39,780
40-31-6999	Community Center Pool Fee	0	6,000	0	7,500	7,650
	Total	909,647	854,540	472,345	877,657	895,090

Expenditures

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
40-41-7000	Salary & Wages	146,905	130,000	105,186	170,000	178,500
40-41-7001	Overtime	0	0	0	1,000	1,020
40-41-7003	ER Taxes	0	13,009	0	0	0
40-41-7105	Reimbursement of Insurance	33,090	13,009	0	0	0
40-41-7150	Temporary Employees	7,588	0	2,588	0	0
40-41-7180	Training Conferences Travel	912	2,000	533	2,000	2,040
40-41-7225	Memberships	208	600	175	600	612
40-41-7286	Legal - General	918	1,000	643	1,000	1,020
40-41-7301	Annual Audit Services	2,200	2,200	0	2,200	2,244

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
40-41-7317	Advertising	814	50	0	50	51
40-41-7361	Telephone - general	0	600	0	600	612
40-41-7362	Telecom - networking	924	0	0	0	0
40-41-7363	Telephone - cellular	1,507	2,000	950	2,000	2,040
40-41-7376	Road/Construction Materials	0	500	0	500	510
40-41-7392	Vehicle & Equipment - Fuel	9,189	10,000	5,903	10,000	10,200
40-41-7393	Vehicle & Equipment Sup & Rep	3,213	3,500	6,831	3,500	3,570
40-41-7409	Info System - Maintenance	0	800	0	800	816
40-41-7410	Equipment Maintenance & Repair	6,219	4,000	1,182	4,000	4,080
40-41-7412	Computer Equipment & Supplies	0	150	37	150	153
40-41-7413	Miscellaneous Small Tools	2,057	2,000	1,363	2,000	2,040
40-41-7414	Equipment Repair	940	0	814	0	0
40-41-7421	Cleaning Supplies	59	500	0	500	510
40-41-7424	Postage	0	150	0	150	153
40-41-7425	Office Supplies	964	1,000	681	1,000	1,020
40-41-7439	Equipment Rental/Leasing	1,360	2,460	711	2,460	2,509
40-41-7440	Facility Maintenance - Landscape	115,358	45,000	50,211	45,000	47,250
40-41-7441	Building Maintenance	1,266	6,500	7,663	6,500	6,630
40-41-7451	Insurance Liability & Property	(1,191)	5,000	8,000	5,000	5,100
40-41-7466	Permits & Fees	50	100	50	100	102
40-41-7469	Personal Protective Equipment	2,151	3,000	1,480	3,000	3,060
40-41-7481	Utilities/Electrical Cost	82,073	92,000	58,692	93,840	95,717
40-41-7482	Utilities/Water Cost	52,869	50,000	40,511	51,000	52,020
40-41-7483	Utilities/Waste Cost	6,926	5,000	2,411	5,000	5,100
40-41-7527	Miscellaneous Services & Suppl	362	500	481	500	510
40-41-7544	Reimbursement for County Admin	0	500	0	500	510
40-41-7545	Revenue Collection	5,515	5,500	5,357	5,700	5,814
40-41-7549	Public Works - Permits	0	500	0	500	500
40-41-7550	Property Taxes	911	2,000	911	2,000	2,040
40-41-7551	CCC DB Sign Replacement	244	2,000	307	2,000	2,040
40-41-8000	Salary & Wages	118,490	137,792	94,010	170,000	178,500
40-41-8001	Overtime	0	0	0	1,000	1,020
40-41-8002	Parttime Time & Seasonal Staff	0	93,137	0	107,882	110,040
40-41-8003	ER Taxes	0	23,093	0	0	0
40-41-8075	Reimbursement of Wages	0	13,779	0	0	0
40-41-8150	Temporary Employees	418	0	13,014	0	0
40-41-8180	Training Conferences Travel	354	1,000	1,315	1,500	1,530
40-41-8225	Memberships	1,057	1,000	1,119	1,020	1,040

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
40-41-8255	Donation Expenditures	0	29,000	1,450	41,000	41,820
40-41-8256	Events	0	1,500	4,486	6,530	6,661
40-41-8286	Legal - General	1,697	3,500	280	3,500	3,570
40-41-8301	Annual Audit Services	1,000	1,000	0	1,000	1,020
40-41-8317	Advertising	12,762	5,250	3,323	5,355	5,462
40-41-8361	Telephone - general	2,386	3,560	2,205	3,560	3,631
40-41-8362	Telecom - networking	2,963	3,000	2,212	3,000	3,060
40-41-8363	Telephone - cellular	646	720	800	720	734
40-41-8406	General Repairs	0	2,000	0	2,040	2,081
40-41-8408	Special Equipment	0	0	0	0	0
40-41-8409	Info System - Maintenance	0	2,000	0	2,000	2,040
40-41-8410	Equipment Maintenance	140	800	0	800	816
40-41-8411	Software Hosting	4,573	5,000	3,304	5,000	5,100
40-41-8412	Computer Equipment & Supplies	0	500	97	500	510
40-41-8413	Miscellaneous Small Tools	0	500	77	500	510
40-41-8415	Computer Software	904	1,000	413	500	510
40-41-8424	Postage	2,136	250	0	250	255
40-41-8425	Office Supplies	3,688	4,000	2,058	4,080	4,162
40-41-8440	Facility Maintenance - Landscape	5,660	12,000	24,564	15,000	15,300
40-41-8441	Building Maintenance	5,958	8,000	9,983	15,000	15,300
40-41-8442	Pool Maintenance	816	3,000	3,286	3,060	3,121
40-41-8451	Insurance Liability & Property	3,000	6,000	0	6,000	6,120
40-41-8466	Permits & Fees	4,387	2,000	730	2,000	2,040
40-41-8469	Personal Protective Equipment	0	600	1,056	1,000	1,020
40-41-8470	Safety Equipment & Supplies	138	1,000	1,517	1,020	1,040
40-41-8481	Utilities/Electrical Cost	4,799	28,000	9,857	26,000	26,520
40-41-8482	Utilities/Water Cost	11,631	14,000	7,694	14,000	14,280
40-41-8483	Utilities/Waste Cost	3,849	6,000	4,674	6,000	6,120
40-41-8495	Chemicals	0	10,000	2,078	10,000	10,200
40-41-8526	Miscellaneous Bank Charges	1,569	3,500	1,512	3,500	3,570
40-41-8527	Miscellaneous Services & Suppl	374	500	1,753	510	520
40-41-8543	Program Fees	2,897	22,500	10,489	30,000	30,600
40-41-8550	Property Taxes	470	500	470	500	510
	Total	\$672,308	\$859,309	\$514,115	\$926,077	\$956,138

Capital Improvements

Account Code	Capital Improvements	Actual FY 2020-2021	Budgeted FY 2021-2022	Actual YTD FY 2021-2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
	Landscaping/Streetscapes			-	510,000	-
	Parks	269,897	151,000	346,230		50,000
	Building/Equipment					
	Total	\$269,897	\$151,000	\$346,230	\$510,000	\$50,000

Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and manages the Community Center park grounds. In fiscal year 22/23 plans are underway to complete:

- Clipper Drive enhancements
- Willow Lake Island Enhancements
- Complete Cornell Park upgrades funded by Prop 68 'Per Capita' Grant

For a complete listing of capital projects and associated costs please see page 46.

DRAFT

Budgeted Fund Summary

Zone 8 Fund Summary	Year End Fund Balance FY 20/21	Budgeted Revenues FY 21/22	Budgeted Expenses FY 21/22	Budgeted Fund Balance FY 21/22	Estimated Revenues FY 22/23	Estimate Expenses FY 22/23	Estimate Fund Balance FY 22/23	Estimated Revenues FY 23/24	Estimate Expenses FY 23/24	Estimate Fund Balance FY 23/24
Beginning Fund Balance(Carryover)		2,243,772			2,111,283			1,552,863		
O&M Funds	-	819,355	800,844	18,511	877,657	926,077	(29,909)	895,090	956,138	(90,957)
Hofmann Funds	1,372,422			1,372,422		370,000	1,002,422			1,002,422
Capital Improvement Funds	331,350	(35,000)	151,000	145,350	(35,000)	140,000	(29,650)	(35,000)	50,000	(114,650)
Revolving Funds	140,000	35,000	-	175,000	35,000		210,000	35,000	-	245,000
Reserve Funds	400,000	-	-	400,000	-	-	400,000	-	-	400,000
YE Fund Balance	2,243,772	3,063,127	951,844	2,111,283	2,988,940	1,436,077	1,552,863	2,447,953	1,006,138	1,441,815

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/Forecasting/Demographics/Documents/PriceandPopulation2022.pdf>

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

	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

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2022

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

Account Code	Revenue	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
41-31-5120	Assessment Income	145,113	150,634	78,656	153,647	156,720
41-31-5226	CCC Vehicle Reimbursement	18,598	13,000	(3,099)	13,000	13,000
	Total Revenue	\$163,711	\$163,634	\$75,557	\$166,647	\$169,720

Expenditures

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
41-41-7000	Salary & Wages	21,192	50,000	21,953	46,799	49,139
41-41-7001	Overtime	0	0	0	500	500
41-41-7105	Reimbursement of Insurance	18,029	4,678	0	0	0
41-41-7150	Temporary Employees	3,230	0	811	0	0
41-41-7180	Training Conferences Travel	12	1,000	0	1,000	1,000
41-41-7210	Dues & Subscriptions	0	50	0	50	50
41-41-7225	Memberships	0	400	0	400	400
41-41-7271	Consulting Services	0	2,000	0	2,000	2,500
41-41-7286	Legal - General	0	1,000	753	1,000	1,000
41-41-7301	Annual Audit Services	2,000	2,000	0	2,000	2,000
41-41-7317	Advertising	418	100	0	100	100
41-41-7361	Telephone - general	258	500	191	500	500
41-41-7362	Telecom - networking	0	700	0	700	700
41-41-7363	Telephone - cellular	1,484	1,200	1,085	1,200	1,200
41-41-7376	Road/Construction Materials	0	200	0	200	200
41-41-7392	Vehicle & Equipment - Fuel	3,865	5,000	4,804	6,000	6,600
41-41-7393	Vehicle & Equipment Sup & Rep	1,510	2,000	3,955	2,000	2,000
41-41-7406	General Repairs	0	100	0	100	100
41-41-7409	Info System - Maintenance	0	1,000	0	1,000	1,000

Account Code	Expenditures	Actuals FY 2020-2021	Budgeted FY 2021-2022	Actuals to Date FY 2021-2022 thru 3/31/2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
41-41-7410	Equipment Maintenance & Repair	2,259	1,500	878	1,500	1,500
41-41-7412	Computer Equipment & Supplies	0	750	0	750	750
41-41-7413	Miscellaneous Small Tools	2,002	2,500	1,198	2,500	2,500
41-41-7414	Equipment Repair	1,179	1,250	0	1,250	1,250
41-41-7421	Cleaning Supplies	75	500	0	500	500
41-41-7422	Minor Equipment/Furniture	0	500	0	500	500
41-41-7424	Postage	0	50	0	50	50
41-41-7425	Office Supplies	344	500	92	500	500
41-41-7438	Building Rent	6,500	0	0	0	0
41-41-7439	Equipment Rental/Leasing	626	1,000	178	1,000	1,000
41-41-7440	Facility Maintenance - Landscap	24,791	21,000	15,858	21,000	22,050
41-41-7441	Building Maintenance	0	1,000	0	1,000	1,000
41-41-7451	Insurance Liability & Property	129	3,000	6,000	3,000	3,100
41-41-7466	Permits & Fees	3,297	500	0	500	500
41-41-7469	Personal Protective Equipment	1,970	3,000	1,700	3,000	3,000
41-41-7481	Utilities/Electrical Cost	1,077	1,350	978	1,600	1,680
41-41-7482	Utilities/Water Cost	19,710	25,500	15,726	25,500	26,000
41-41-7483	Utilities/Waste Cost	0	3,000	0	3,000	3,000
41-41-7527	Miscellaneous Services & Suppl	201	1,000	174	1,000	1,000
41-41-7536	Operating Transfer Out	3,885	0	0	0	0
41-41-7537	Operating Transfer In	(12,017)	0	0	0	0
41-41-7545	Revenue Collection	423	600	423	600	600
	Total	\$109,667	\$145,106	\$76,709	\$134,299	\$139,469

Capital Improvements

Account Code	Capital Improvements	Actual FY 2020-2021	Budgeted FY 2021-2022	Actual YTD FY 2021-2022	Budgeted FY 2022-2023	Budgeted FY 2023-2024
	Landscaping/Streetscapes	0	0	0	25,000	50,000
	Parks	162,931	25,000	0	0	0
	Building/Equipment	0	0	0	0	0
	Total	\$162,931	\$25,000	\$0	\$25,000	\$50,000

Lighting and Landscaping Zone 9 is the Ravenswood area of Discovery Bay. The capital improvement plan for FY22/23 consists of a streetscape enhancement on Wilde Drive.

Budgeted Fund Summary

Zone 9 Fund Summary	Year End Fund Balance FY 20/21	Budgeted Revenues FY 21/22	Budgeted Expenses FY 21/22	Budgeted Fund Balance FY 21/22	Estimated Revenues FY 22/23	Estimate Expenses FY 22/23	Estimate Fund Balance FY 22/23	Estimated Revenues FY 23/24	Estimate Expenses FY 23/24	Estimate Fund Balance FY 23/24
Beginning Fund Balance(Carryover)		242,360			260,888			268,236		
O&M Funds	40,939	145,106	145,106	40,939	134,299	134,299	40,939	139,469	139,469	40,939
Capital Improvement Funds	61,421	(1,472)		59,949	12,348	25,000	47,297	10,251	50,000	7,548
Revolving Funds	65,000	20,000	-	85,000	20,000		105,000	20,000	-	125,000
Reserve Funds	75,000	-	-	75,000	-	-	75,000	-	-	75,000
YE Fund Balance	242,360	405,994	145,106	260,888	427,535	159,299	268,236	437,956	189,469	248,487

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/>.

DRAFT

Capital Projects

The Capital Improvement Projects for Fiscal Year 2022/2023 are valued at \$14.6 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.

Wastewater Capital Improvements and Structures & Replacements

For FY 2022/2023 the Wastewater CIP and Structures & Replacements include the state-mandated Denitrification Project, design was completed FY20/21, currently the FY22/23 CIP for this project is estimated at \$5.9M, the total project cost is budgeted at \$20M. The new Vac Truck was ordered and is set to be delivered in FY 22/23 and the Outfall Diffuser design is near completion with the bidding process to begin in the near future. CIP items such as lift station improvements and solar dryer panel replacements and a Recycle Water Master Plan are budgeted as well.

Water Capital Improvements and Structures & Replacements

For FY 2022/2023 the Water CIP is \$5.3M, the budget includes Structures & Replacements such as the continued design of Well 8 for \$1.2M, Mainline Pipe Replacement Program for \$2.3M and the repair of the Marina Underwater Crossing of \$.5M. 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.

Building and Improvements Capital

In fiscal year 2022/2023, 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. The committee is actively meeting and will report back to the Board of Directors.

Revolving funds for Infrastructure Replacements and Maintenance

In fiscal year 2022/2023, 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 2022/2022 the TODB CSD is using the Prop 68 "Per Capita" Grant to upgrade facilities at Cornell Park. Planning has begun on \$470,000 worth of Clipper Drive enhancements; this project will be funded by \$100,000 from Zone 8 capital reserves and \$370,000 from the Hofmann Funds. Zone #9 budget includes a streetscape refresh of Wilde Drive in FY 2022/2023.

Capital Project Listing

Project #	Project Name	FY 22/23 Year (1)	FY 23/24 Year (2)	FY 24/25 Year (3)	FY 25/26 Year (4)	FY 26/27 Year (5)
Water						
	CIP for Water Supply Capacity (Source, Treatment and Storage)					
6001	Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well (STAND ALONE WELL PROJECT) Entire Project, including engineering, studies, monitoring well	1,200,000	2,400,000	1,000,000		
	Well 9 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction					3,275,000
	Upgrades and Maintenance for Existing Water Supply Facilities					
6003	Well Rehabilitations every 3-4 years			1,040,000		
6005	Well 2 Electrical Panel Upgrade	175,000				
6007	Filter Repair (Newport & Willow)	660,000	773,000			
6008	Stabilization Soils		540,000			
6009	Well 4A Upgrade	30,000				
6017	Upgrade Hypo Tanks	83,000				
6021	Marina Underwater Crossing	500,000				
6023	Abandon and Destroy Well 5A and Site Decommissioning			80,000		
6025	Well 6 Rehabilitation		300,000			
6026	Chloramine Disinfection Conversion		900,000			
	Water - Replacements					
6010	Mainline CIP Program Long-Term (budget to replace/upgrade 46 Miles total for DB)	2,250,000	1,500,000	2,000,000	1,000,000	1,000,000
6011	Cathodic Protection	250,000				
	Master Plans					
6020	America's Water Infrastructure Act (AWIA) Emergency Response & Emergency Preparedness Plans	50,000				

Capital Project Listing (Continued)

Project #	Project Name	FY 22/23 Year (1)	FY 23/24 Year (2)	FY 24/25 Year (3)	FY 25/26 Year (4)	FY 26/27 Year (5)
Wastewater						
7001	Annual Wastewater Lift Station Improvements	550,000	500,000			
7018	Denitrification Project	5,924,300	2,500,000		-	-
7019	Mainline Piping Replacement - 235 ft of pipe replacement Lakeview Business Plaza from Cherry Hills		250,000			
7006	RAS & WAS Pumping System		157,000			
7014	Emergency Storage Drain-Pump Sta. W	75,000				
7015	Solids Handling Improvements			180,000		
7016	WAS Pumps and Check Valves Replacement			107,000		
7017	Collection System Pump Stations		180,000			
7023	O&M Manual Update		100,000			
7021	Recycle Water Master Plan	100,000				
7022	Lagoon Vac Truck Pump Station	92,000				
7024	Vac Truck (Ordered 2022)	600,000				
7025	Solar Dryer Panel Replacement Program		230,000			260,000
7026	Mole Replacement Program	80,000		80,000		88,000
7012	Outfall Diffuser Repair	649,000				
Combined W-WW Projects						
Relocate District Office						
8002	Relocate District Office Building	750,000	1,250,000	1,000,000		
8003	Vehicle & Equipment Purchases - Truck	60,000				
8004	District Security Phase 3		428,000			428,000
	Cyber Security/Information Technology - system and hardware upgrades		250,000			
Zone 8						
Landscaping						
4001	Medians landscape replacement- Willow Lake Road	40,000				
	Tennis Courts & Pickleball Resurfacing – Cornell		50,000			
	Clipper Drive Enhancements	470,000				
Zone 9						
5002 Landscaping						
	Wilde enhancements	25,000				
	Poe Drive enhancement		50,000			
	Total Capital Budget	14,613,300	12,358,000	5,487,000	1,000,000	5,051,000

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

Debt Service

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

DRAFT

Debt Service Payments

Debt Service Payments	Bond	Date	Amount Paid
Deutsche Bank	2012	Fiscal Year 2013	\$393,451
US Bank	2012	Fiscal Years 2014 to 2021	\$6,595,011
US Bank	2012	Fiscal Year 2022	\$824,649
		Total 2012 Bond	\$7,813,111
US Bank	2017	Fiscal Years 2018 to 2021	\$1,578,675
US Bank	2017	Fiscal Year 2022	\$ 523,867
		Total 2017 Bond	\$2,102,542
		Grand Total	\$9,915,653

Future Debit Service Payments	Bond	Date	Annual Amount
US Bank	2012	Fiscal Year 2022-2023	\$825,563
US Bank	2017	Fiscal Year 2022-2023	\$523,869
US Bank	2022 (Est)	Fiscal Year 2022-2023	\$1,048,000
Total			\$2,397,432

Bond Balance 6/30/2022 (Estimated)

Financial Institution	Bond	Total Balance (Est)
US Bank	2012	\$ 11,330,000
US Bank	2017	\$ 8,050,000
US Bank	2022	\$ 16,860,000
Total		\$ 36,240,000

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

DRAFT

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.

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 1, 2022

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Adopt Resolution No. 2022-18 - Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2022/23.

Recommended Action

Adopt Resolution No. 2022-18, establishing the Discovery Bay Lighting and Landscape Zone #8 2022/23 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 2022/23 to be \$792,250.87. 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 2022-18, which establishes the FY 2022/23 Appropriations Limit for Discovery Bay Lighting and Landscape Zone #8 at \$792,250.87.

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 2022-18

Resolution 2022-18 Attachment A: Zone 8 Appropriation Limit Calculation Worksheet

Department of Finance – Price and Population Information (May 2022)

AGENDA ITEM: F2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2022-18

**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 2022/23**

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 2022-2023 is \$792,250.87 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 2022-23 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$792,250.87; and

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

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF JUNE, 2022.

Kevin Graves
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 1, 2022, 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

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2022



May 2022

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of 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, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. 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 2022-23 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, 2022.**

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.

KEELY MARTIN BOSLER
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 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
 Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2021-2022	1-1-21	1-1-22	1-1-2022
Contra Costa				
Antioch	-0.06	115,142	115,074	115,074
Brentwood	0.18	64,224	64,342	64,342
Clayton	-0.92	10,964	10,863	10,863
Concord	-0.90	124,755	123,634	123,634
Danville	-0.05	43,373	43,352	43,352
El Cerrito	-0.08	25,671	25,650	25,650
Hercules	-1.01	26,357	26,091	26,091
Lafayette	-0.61	25,217	25,064	25,064
Martinez	-0.77	37,195	36,908	36,908
Moraga	-0.59	17,206	17,105	17,105
Oakley	2.08	43,627	44,533	44,533
Orinda	-0.09	19,496	19,478	19,478
Pinole	-1.01	18,819	18,628	18,628
Pittsburg	-0.83	75,788	75,156	75,156
Pleasant Hill	-0.90	34,335	34,026	34,026
Richmond	-0.13	114,643	114,489	114,489
San Pablo	-0.89	31,793	31,510	31,510
San Ramon	-0.48	84,226	83,820	83,820
Walnut Creek	-0.96	70,566	69,891	69,891
Unincorporated	-0.55	177,843	176,857	176,941
County Total	-0.41	1,161,240	1,156,471	1,156,555

*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 1, 2022

Prepared By: Michael R. Davies, Interim Assist. General Manager

Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Send a Letter to Supervisor Burgis Urging a NO Vote on Authorizing a General Plan Amendment Feasibility Study to Change the Land Use Designation of the Property Located at the N/W Corner of Discovery Bay Blvd. and Sand Point Road from Commercial to Mixed Use.

Recommended Action

Authorize the President of the Board to sign the attached letter to Supervisor Burgis urging a NO vote on authorizing a General Plan Amendment Feasibility Study to change the land use designation of the property located at the N/W corner of Discovery Bay Blvd. and Sand Point Road from Commercial to Mixed Use.

Executive Summary

It has come to staff's attention that the Board of Supervisors ("BOS") will hold a public hearing to consider authorizing a General Plan Amendment ("GPA") Feasibility Study to change the land use designation from Commercial to Mixed Use for the property located at the northwest corner of Discovery Bay Boulevard and Sand Point Road, Discovery Bay. It is on the BOS meeting agenda for June 7, 2022 at 9:00am (see attached letter from CCC Dept. of Conservation & Development dated May 25, 2022).

Attached is a draft letter to Supervisor Diane Burgis, with cc to the entire BOS, requesting a NO vote for authorizing the GPA Feasibility Study.

Previous Relevant Board Actions for This Item

None

Attachments

1. Draft Board Letter to Supervisor Burgis Dated June 6, 2022.
2. Dept. of Conservation & Development Letter RE: GPA Feasibility Study for Property at N/W Corner of Discovery Bay Blvd. and Sandpoint Road, Discovery Bay.

AGENDA ITEM: F3



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

June 1, 2022

Supervisor Diane Burgis, District 3
Contra Costa County Board of Supervisors
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513

RE: VOTE NO
General Plan Amendment Feasibility Study
Discovery Bay Shopping Center (“Subject Property”)
County File #CDDP22-03003; APN: 004-182-005 and 004

Dear Supervisor Burgis:

It has come to the attention of the Town of Discovery Bay Community Services District Board of Directors that the Board of Supervisors (“BOS”) will hold a public hearing to consider authorizing a General Plan Amendment (“GPA”) Feasibility Study to change the land use designation of the Subject Property from Commercial to Mixed Use.

The citizens of Discovery Bay are already underserved with sparse commercial goods and services, which forces residents to drive to other cities for services. As you are aware, the County has approved two housing developments for Discovery Bay and other developments are under review. These developments (Newport Pointe, Pantages, Cecchini Ranch) will increase the population of Discovery Bay and increase the demand for local commercial goods and services. Forcing residents to engage in commerce outside of Discovery Bay increases already high traffic congestion, diminishes our quality of life, reduces local job opportunities, and relocates sales tax revenue to Stockton and Tracy (San Joaquin County).

The Subject Property abuts the Discovery Bay Shopping Center and keeping commercial properties clustered makes good planning sense. This is why the Subject Property was zoned Commercial and why it should stay Commercial. Eliminating the ability to bring additional commercial enterprises to Discovery Bay in a location that makes sense is irresponsible; alternative areas for commercial development in Discovery Bay are extremely limited.

We are also concerned that the true purpose of changing the Subject Property’s land use designation to Mixed Use is to allow for the construction of a three story 170-unit apartment complex. Such a project will bring significant negative impacts to the infrastructure of our town and to the public safety and quality of life of our residents. Restrictive ingress/egress, among

many other adverse impacts, of such a large residential project at this location is simply not tenable.

The GPA Feasibility Study will be on the Board's June 7, 2022 agenda. **We urge the BOS issue a NO vote – deny the GPA Feasibility Study.**

Sincerely,

Kevin Graves
President, Board of Directors

cc: Board of Supervisors

DRAFT

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Amalia Cunningham
Assistant Deputy Director

May 25, 2022

**RE: Public Hearing Request for Discovery Bay Shopping Center
Development Plan Modification and Lot Line Adjustment
County File #CDDP22-03003; APN: 004-182-005 and 004**

To All Concerned Parties:

On March 31, 2022, the Department of Conservation and Development issued a Notice of Intent to Render an Administrative Decision for a proposed a minor development plan modification to allow a lot line adjustment between two parcels within the Discovery Bay Shopping Center. The Department has determined that the proposed lot line adjustment is consistent with the Discovery Bay Planned Unit (P-1) zoning for the area and that the minor development plan modification permit is not required. Thus, the application will be closed and no hearing for the development plan application will be held. Please be advised that no development on the subject property has been approved at this time.

However, a hearing before the County Board of Supervisors will be held for a General Plan Amendment (GPA) Feasibility Study on the same property. The GPA Feasibility Study is the first step in the process to change the General Plan land use designation of the subject property to Mixed Use from its current Commercial designation. The hearing for the GPA Feasibility Study will be on the Board's June 7, 2022, agenda. The meeting will convene at 9:00 a.m. and can be attended via Zoom or in person. The webpage address for the Board's agenda is: <https://www.contracosta.ca.gov/0289/Meeting-Agendas>. The planner handling the GPA Feasibility Study is Will Nelson. For information or questions on the GPA Feasibility study, contact Will by phone at (925) 655-2898 or by email at will.nelson@dcd.cccounty.us.

If you have any questions on the CDDP22-03003 application, contact Stan Muraoka by phone at (925) 655-2876 or by email at stanley.muraoka@dcd.cccounty.us.

Sincerely,

Stan Muraoka
Project Planner

Owner
Applicant



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

Board of Directors Meeting Agenda

Wednesday May 25, 2022

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Members of the Board of Directors and members of the public can attend the meeting:

- In person (proof of COVID-19 vaccination is required)
- from a laptop:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJjOHdWMG1RUT09>

OR

Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810.
Then click join. Then enter passcode: 571719

- from a phone

Dial: 1 669 900 6833 US

Meeting ID: 994 2099 9810

- Public comments can be:
 - submitted via e-mail to CEO@trideltatransit.org Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes
 - made in-person during the meeting
 - made via phone or Zoom during the meeting



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

Board of Directors Meeting Agenda

Wednesday May 25, 2022

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Ken Gray
 - a. Roll Call

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Ken Gray

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)
 - a. Minutes of the Board of Directors meeting of April 27, 2022
 - b. Financial Report
 - c. Marketing and Customer Service Activities Report

Requested Action: Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg
 - a. **Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch

Lamar Thorpe
Monica Wilson

City of Brentwood

Joel Bryant
Barbara Guise

City of Oakley

Sue Higgins
Anissa Williams **

City of Pittsburg

Merl Craft
Shanelle Scales-Preston

Contra Costa County

Diane Burgis
Federal Glover

Member-at-Large

Ken Gray *

* Chair: FY 2021-22

** Vice-chair: FY 2021-22

J1

**Board of Directors Meeting Agenda
Wednesday May 25, 2022**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Dynamic Personal Micro Transit MOU

(see attachment: tab #3)

Requested Action: Approve the proposed MOU between ECCTA and CCTA defining roles and responsibilities to advance the East County DPMT Project.

b. ACTION ITEM: Facility Exterior Painting

(see attachment: tab #4)

Requested Action: Adopt Resolution #220525A authorizing the CEO to enter into a contract for the painting and repair of ECCTA's blue facility exterior with Athens Painting and Commercial Coating Inc. for an amount not to exceed \$17,600 which includes a 10% contingency.

c. ACTION ITEM: FY2022-2023 ECCTA Budget

(see attachment: tab #5)

Requested Action #1: Adopt Resolution #220525B approving the proposed FY2022-2023 ECCTA operating and capital budget.

d. ACTION ITEM: Authorization to File Funding Application

(see attachment: tab #6)

Requested Action #2: Adopt Resolution #220525C authorizing the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY2022-2023 allocation of Transportation Development Act and State Transit Assistance funds.

e. ACTION ITEM: DBE Triennial Goal

(see attachment: tab #7)

Requested Action: Adopt Resolution #220525D accepting ECCTA's proposed DBE Triennial Goal of 0% for FTA-assisted contracts for Federal Fiscal Years 2023-2025.

8. Board of Directors Comments

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to staff, or requesting a report be made at another meeting.

9. Adjourn

Next Meeting: June 22, 2022 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509.

Public Comment Guidelines:

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

Agenda, staff report, and document availability:

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at ECCTA's front desk located at 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at ECCTA's front desk at the above referenced address during regular business hours.

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Limited English Proficiency (LEP):

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

Anticipated action by the Board of Directors:

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.