



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 5, 2019  
STANDING FINANCE COMMITTEE REGULAR MEETING 3:30 P.M.- 4:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Finance Committee Members**

*Chair Robert Leete  
Vice-Chair Bill Mayer*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. April 29, 2019 DRAFT Special Finance Committee meeting minutes.

**D. PRESENTATIONS**

1. Finance Update.

**E. DISCUSSION ITEMS**

1. Discussion Regarding Solar Panels.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Finance Committee meeting 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."



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**MINUTES OF THE SPECIAL MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Monday, April 29, 2019

**STANDING FINANCE COMMITTEE SPECIAL MEETING 10:00 A.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**Finance Committee Members**

*Chair Robert Leete*

*Vice-Chair Bill Mayer*

**A. ROLL CALL**

1. Call business meeting to order 10:00 a.m. – By Chair Leete.
2. Roll Call – All Present.

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

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. March 25, 2019 DRAFT Special Finance Committee meeting minutes – Approved.

**D. PRESENTATIONS**

1. Finance Update – None.

**E. DISCUSSION ITEMS**

1. Approve Revised Bylaws.

General Manager Davies – Provided the details regarding the revised Bylaws and aligning the committee meetings with the 1<sup>st</sup> Board meeting of the month (even numbered months).

Public Comment Regarding:

- Time for Committee meetings.

Motion by: Vice-Chair Mayer to approve the Revised Bylaws.

Second by: Chair Leete.

Vote: Motion Carries – unanimous vote of the members of the Finance Committee.

2. Presentation and Discussion Regarding Zones Analysis and Strategies.

General Manager Davies – Provided a background regarding zone analysis and strategy options.

Harris & Associates Rick Clark – Provided a handout and the details regarding strategy options; leave the existing zones as they are and create an overlay district, separate from the County (further discussion with the County regarding Slifer Park, Regatta Park, Highway 4 and Bixler Road), existing districts (zones) to be created as a new district, and a benefit zone for landscaping. Additional details regarding Prop 218, cost analysis for landscaping, lighting, parks, admin, Community Center, and a general benefit (can't be assessed). There was discussion regarding a General Fund, Zone 8 (only zone that receives property tax payments), overlay zone option, and a general benefit.

Harris & Associates Rick Clark – Provided additional details related to cost zones and benefit zones

- Cost zones - geographical zones.
- Benefit zones – are not geographically specific.

Harris & Associates Rick Clark – Stated details related to option 1, the general benefit, an overlay district (separate assessment), and creating a CFD.

General Manager Davies – Defined details regarding option 2, dissolving all zones, formulate one zone (one district), and issues regarding a general benefit contribution. There was discussion regarding assessment amount for Zone 8, establish a General Fund, and CSD administration costs.

Harris & Associates Rick Clark – Provided additional details regarding the process of option 1 and 2; ballot procedures, public outreach (notices for each area), and 1 or 2 public meetings to educate the property owners. There was discussion regarding the options, the existing zones, and money from the county.

Public Comment Regarding:

- Option 1 cost zones related to Prop 218, and existing zones grandfathered in.

There was discussion regarding the existing zones, an overlay district, special assessments, tax increase, Prop 218, rebuttal from the property owners, and requirements of the mailers.

General Manager Davies – Suggested Staff will drilldown with the Consultants and bring back to the Finance Committee refined information and move forward from there.

### 3. Discussion Regarding the Fiscal Year 2019-20 Budget.

Finance Manager Breitstein – Provided highlights regarding the 2019-20 Budget;

- Administration Department – landscape and related payroll, Zone 35 increased, Zone 57 increased, and Zone 61 remained the same.
- Zone 9 – Ravenswood, increased revenue (end of May), misc. revenue reduced, and capital plan.
- Zone 8 – Cornell Park, Community Center, down Clipper Drive – highlighted revenue, Community Center program fees (increased if a new pool is built), Hofmann funds, Swim Team (increased if a new pool is built), O&M highlights – training and travel, vehicle equipment and fuel (increased), salary and wages (increased), insurance, liability and property, personal protective equipment (increased), safety and equipment supplies, electrical costs (increased), and the capital plan (pool to be determined, tennis courts, median islands, and light poles). There was discussion regarding the medium islands and the light poles.
- Water – Account charge, reimbursements (removed), misc. water service fee (tampering, shut off fees etc.), rate study, capacity connection fees, O&M – training conferences and travel, consulting services (increased for Well 8, Rate Study, and recruiting), general repairs, office supplies, permits and fees, capital improvement plan - new Well, repairs on Laguna, pipeline repair on Edgeview, water cross connection plan, and Water and Asset Master Plan. There was discussion regarding the Water and Asset Master Plan.
- Wastewater – Revenue – collections of wastewater, misc. (reimbursement energy refund), commercial sewer charges, vehicle and payroll reimbursable items, O&M – training conferences and travel, Veolia large replacement, legal (increased), office supplies (increased), insurance and liability (combining), credit memo, capital improvement plan – Lift Stations, Clarifier, Wastewater Treatment Plant 1, Denitrification, UV Disinfection, Bank, and a possible Methanol Plant.

Public Comment Regarding:

- Zone 8 increase from the Pool – Dina will provide via email.
- Salary increase.

## F. FUTURE DISCUSSION/AGENDA ITEMS

None.

## G. ADJOURNMENT

1. The meeting adjourned at 11:32 a.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-30-19

<http://www.todb.ca.gov/agendas-minutes>



**Discovery Bay Waste Water Treatment Plant, Byron, CA - Electric Load & System Sizing**  
**Meter 1009482469**

Time	Summer Peak kWh	Rate \$/kWh	Summer Partial Peak kWh	Rate \$/kWh	Summer Off Peak kWh	Rate \$/kWh	Winter Partial Peak kWh	Rate \$/kWh	Winter Off Peak kWh	Rate \$/kWh	Total Load kWh	PV Generation, Fixed Gd Mount, kWh/yr	PV Generation, Tracker, kWh/yr
04/11/17 - 04/30/17							41,886	0.10573	65,552	0.0911	107,438		
05/01/17 - 05/10/17	12,635	0.15178	14,585	0.11127	31,254	0.08445					58,474		
05/11/17 - 06/11/17	31,295	0.15178	35,830	0.11127	107,760	0.08445					174,885		
06/12/17 - 06/30/17	22,701	0.15178	25,669	0.11127	59,142	0.08445					107,512		
07/01/17 - 07/11/17	9,443	0.15178	10,708	0.11127	43,727	0.08445					63,878		
07/12/17 - 08/10/17	34,501	0.15178	38,734	0.11127	101,534	0.08445					174,769		
08/11/17 - 09/11/17	32,724	0.15178	38,060	0.11127	106,732	0.08445					177,516		
09/12/17 - 10/10/17	30,081	0.15178	35,489	0.11127	93,354	0.08445					158,924		
10/11/17 - 11/08/17							15,562	0.10573	24,186	0.0911	39,748		
11/09/17 - 12/10/17							70,288	0.10573	122,649	0.0911	192,937		
12/11/17 - 12/31/17							51,942	0.10573	84,816	0.0911	136,758		
01/01/18 - 01/08/18							21,200	0.1064	38,053	0.09178	59,253		
01/09/18 - 02/07/18							83,024	0.1064	116,985	0.09178	200,009		
02/08/18 - 02/28/18							42,676	0.1064	74,379	0.09178	117,055		
03/01/18 - 03/11/18							24,735	0.11004	45,582	0.09401	70,317		
03/12/18 - 04/10/18							46,965	0.11004	66,287	0.09401	113,252		
Avg Rate		0.15178		0.11127		0.08445		0.1064		0.09178			
<b>Total, Loads</b>	<b>173,380</b>		<b>199,075</b>		<b>543,503</b>		<b>398,278</b>		<b>638,489</b>		<b>1,952,725</b>	<b>1,931,250</b>	<b>1,904,235</b>
PV generation/total load (%)= 98.90													

Suggested PV system size is 1,250 kw for a fixed ground mount or 1,000kW for a single-axis ground mounted tracker

NOTE: The current rate is Schedule E19S. This has lower energy but higher demand charges.

The typical current demad charge in summer is about 40% of the total bill.



4/19/2018

System Size, kW: 1,250

**Discovery Bay Waste Water Treatment Plant, Byron, CA  
Proposed Solar System, Case 1 - Fixed Ground Mount  
Cash Flow, Simple Payback and Return on Investment**

System Generation, kWh/yr: 1,931,250

Approx. Avg. Energy Cost during solar generation, \$/Kwh: 0.1      System Cost, \$/W: 1.45

Item	Year											
	0	1	2	3	4	5	6	7	8	9	10	
Cash Investment	-\$1,812,500											
PV Generation, kWh/year		1,931,250	1,921,594	1,911,986	1,902,426	1,892,914	1,883,449	1,874,032	1,864,662	1,855,338	1,846,062	
Value of generated energy		\$193,125	\$197,924	\$202,843	\$207,883	\$213,049	\$220,463	\$228,135	\$236,074	\$244,290	\$252,791	
Other Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Incentive		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Federal Investment Tax Credit		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fed Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
State Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
O&M costs		-\$18,750	-\$19,313	-\$19,892	-\$20,489	-\$21,103	-\$21,736	-\$22,388	-\$23,060	-\$23,752	-\$24,464	
Cash Flow	-\$1,812,500	\$211,875	\$217,237	\$222,734	\$228,372	\$234,152	\$242,200	\$250,524	\$259,135	\$268,042	\$277,256	
<b>Cumulative Cash Flow</b>	-\$1,812,500	-\$1,600,625	-\$1,383,388	-\$1,160,654	-\$932,282	-\$698,130	-\$455,930	-\$205,406	\$53,728	\$321,770	\$599,026	

Item	Year										
		11	12	13	14	15	16	17	18	19	20
Cash Investment											
PV Generation, kWh/year		1,836,831	1,827,647	1,818,509	1,809,417	1,800,369	1,791,368	1,782,411	1,773,499	1,764,631	1,755,808
Value of generated energy		\$261,588	\$270,692	\$280,112	\$289,859	\$299,947	\$310,385	\$321,186	\$332,363	\$343,930	\$355,898
Carport Rental @ \$10/month		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SMUD Incentive		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Investment Tax Credit		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fed Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M costs		-\$25,198	-\$25,954	-\$26,733	-\$27,535	-\$28,361	-\$29,212	-\$30,088	-\$30,991	-\$31,921	-\$32,878
Cash Flow		\$286,787	\$296,646	\$306,845	\$317,394	\$328,308	\$339,597	\$351,274	\$363,354	\$375,850	\$388,777
<b>Cumulative Cash Flow</b>		\$885,812	\$1,182,458	\$1,489,303	\$1,806,697	\$2,135,005	\$2,474,602	\$2,825,876	\$3,189,230	\$3,565,081	\$3,953,857
Simple Payback = 7+ years											
Return on Investment =	0.10907192										

**Assumptions:**

1. As a public entity, assumes no extra revenue sources, no incentives, and no Federal and State tax deductions and credits.
2. Assumes an annual system degradation of 0.5%, which is standard in the industry.
3. Assumes the average annual cost of energy from PG&E is \$0.10/kWh, with a 3% annual growth based on history.
4. Assumes a system installation cost of \$1.45/W with competitive bidding.
5. Assumes \$0.015/W for annual operation and maintenance, which is typical for a well run system

**Conclusion: The simple payback is between the 7th and 8th year and the ROI is 0.109 or 10.9%**



4/19/2018

System Size, kW: 1,000

**Discovery Bay Waste Water Treatment Plant, Byron, CA**  
**Proposed Solar System, Case 2 - Single Axis Tracker**  
**Cash Flow, Simple Payback and Return on Investment**

System Generation, kWh/yr: 1,904,235

Approx. Avg. Energy Cost during solar generation, \$/Kwh: 0.1

System Cost, \$/W: 1.70

Item	Year										
	0	1	2	3	4	5	6	7	8	9	10
Cash Investment	-\$1,700,000										
PV Generation, kWh/year		1,904,235	1,894,714	1,885,240	1,875,814	1,866,435	1,857,103	1,847,817	1,838,578	1,829,385	1,820,238
Value of generated energy		\$190,424	\$195,156	\$200,005	\$204,975	\$210,069	\$217,379	\$224,944	\$232,772	\$240,873	\$249,255
Other Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Incentive		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Investment Tax Credit		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fed Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M costs		-\$15,000	-\$15,450	-\$15,914	-\$16,391	-\$16,883	-\$17,389	-\$17,911	-\$18,448	-\$19,002	-\$19,572
Cash Flow	-\$1,700,000	\$205,424	\$210,606	\$215,919	\$221,366	\$226,952	\$234,768	\$242,855	\$251,220	\$259,874	\$268,827
<b>Cumulative Cash Flow</b>	-\$1,700,000	-\$1,494,577	-\$1,283,971	-\$1,068,052	-\$846,686	-\$619,735	-\$384,966	-\$142,111	\$109,109	\$368,983	\$637,810

Item	Year										
		11	12	13	14	15	16	17	18	19	20
Cash Investment											
PV Generation, kWh/year		1,811,137	1,802,082	1,793,071	1,784,106	1,775,185	1,766,309	1,757,478	1,748,690	1,739,947	1,731,247
Value of generated energy		\$257,929	\$266,905	\$276,193	\$285,805	\$295,751	\$306,043	\$316,693	\$327,714	\$339,119	\$350,920
Carport Rental @ \$10/month		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SMUD Incentive		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Investment Tax Credit		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fed Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Accelerated Depreciation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M costs		-\$20,159	-\$20,764	-\$21,386	-\$22,028	-\$22,689	-\$23,370	-\$24,071	-\$24,793	-\$25,536	-\$26,303
Cash Flow		\$278,088	\$287,669	\$297,580	\$307,833	\$318,440	\$329,412	\$340,764	\$352,507	\$364,655	\$377,223
<b>Cumulative Cash Flow</b>		\$915,898	\$1,203,566	\$1,501,146	\$1,808,979	\$2,127,418	\$2,456,831	\$2,797,595	\$3,150,101	\$3,514,757	\$3,891,979
Simple Payback = 7+ years											
Return on Investment =	0.11446997										

**Assumptions:**

1. As a public entity, assumes no extra revenue sources, no incentives, and no Federal and State tax deductions and credits.
2. Assumes an annual system degradation of 0.5%, which is standard in the industry.
3. Assumes the average annual cost of energy from PG&E is \$0.10/kWh, with a 3% annual growth based on history.
4. Assumes a system installation cost of \$1.70/W with competitive bidding.
5. Assumes \$0.015/W for annual operation and maintenance, which is typical for a well run system

**Conclusion: The simple payback is between the 7th and 8th year and the ROI is 0.114 or 11.4%**