TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham and Director Lesley Belcher

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NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
November 18, 2026 07:00 PM

To Attend In-Person:
Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting:

To Attend by Zoom Webinar: https://us06web.zoom.us/j/85454370841

To Attend by Phone: +1 (669) 444-9171 *OR* +1 (719) 359-4580 *&* Webinar ID 85454370841

To Download Agenda Packet & Materials: http://www.todb.ca.gov/

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call Meeting to Order at 7:00p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. RECOGNITION

B.1 Award Presented to Board President Bryon Gutow.

C. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

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 dialogue 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.

D. CONSENT CALENDAR

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

D.1 Approve Regular Board of Directors DRAFT Meeting Minutes from November 4, 2026. Page 4

Sponsor(s): Kelly Rajala, Board Secretary

D.2 Monthly Disbursement Report - October 2026 Page 8

Sponsor(s): Margaret Moggia, Finance Manager

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

F.1 Veolia Monthly Presentation - September & October 2026. Page 13

Sponsor(s): Jeff Dobretz, Veolia North America

G. DISCUSSION AND POSSIBLE ACTION

G.1 Discussion and Possible Action Regarding the Annual Independent Financial Audit and Audited Financial Statements for the Town of Discovery Bay Community Services District for the Fiscal Year ending June 30, 2026. Page 27

Sponsor(s): Margaret Moggia, Finance Manager

G.2 Discussion and Possible Action to Award Contract for the Town of Discovery Bay's Parks, Landscape, and Recreation Master Plan. Page 90

Sponsor(s): Stephen Griswold, Assistant General Manager

G.3 Discussion and Possible Recommendation to Select and Award a Contract for the Swimming Pool Shade Structure Project. Page 141

Sponsor(s): Monica Gallo, Park & Landscape Manager

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

J.1 SPECIAL Internal Operations Committee Meeting (Committee Members Ashley Porter and Lesley Belcher) November 18, 2026.

J.2 SPECIAL Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) November 18, 2026.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors on December 16, 2026 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.

Item D.1

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
November 04, 2026 07:00 PM

President Bryon Gutow
Vice-President Kevin Graves
Director Ashley Porter
Director Lesley Belcher

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Meeting was called to order at 7:00p.m.

Director Graves led the Pledge of Allegiance.

Roll call was taken and all members were present with the exception of Director Graham who was absent.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

The speaker commented on dissolution of P6 committee.

C. CONSENT CALENDAR

Moved By Vice-President Kevin Graves
Seconded By Director Ashley Porter
Motion to approve the Consent Calendar.

For (4):	President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, and Director Lesley Belcher
Absent (1):	Director Carolyn Graham

Motion Carried (4 to 0)

C.1 Approve Regular Board of Directors DRAFT Meeting Minutes from October 7, 2026.

C.2 Monthly Disbursement Report - September 2026

C.3 Confirm the Award of the Construction Contract to Anderson Pacific Engineering Construction as the Lowest Responsible Bidder for the Discovery Bay Sewage Treatment Plants 2025 Capital Improvements Project.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

D.1 Contra Costa County District III Supervisor Diane Burgis Report

Report given by Claire Alaura, Deputy Chief of Staff for Diane Burgis.

- The County voted on November 3, 2026 to dissolve the P6 Committee.

D.2 Contra Costa County Office of the Sheriff Report

Report given by Lt. Ryan White.

- 332 calls for service.
- 30 reports were taken.
- 6 arrests were made.
- Coffee with a Deputy will be on December 2, 2026 from 9:00-11:00am at the Discovery Bay Starbucks.
- P6 funds are still dedicated to Discovery Bay.

D.3 California Highway Patrol

None.

D.4 Contra Costa Contra Fire Protection District

None.

D.5 Contra Costa County Code Enforcement

None.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

G.1 Discussion and Possible Action to Approve the Scope of Work for BSK to Perform

Geotechnical Services During Construction for the Discovery Bay Sewage Treatment Plants 2025 Capital Improvements Project.

Presented by Gregory Harris with Herwit Engineering.

- Geotechnical services are required for the Discovery Bay Sewage Treatment Plants 2025 Capital Improvements Project.
- BSK Associates is the Geotechnical Engineer of record for the project.
- Proposal amount is $71,432.40.

Moved By Director Ashley Porter
Seconded By Vice-President Kevin Graves
Motion to Approve the Scope and Budget Contained in the BSK Proposal No. P26000719 dated October 7, 2026, to Perform Geotechnical Observation, Materials Testing and Special Inspection Services for the Discovery Bay Sewage Treatment Plants 2025 Capital Improvements Project in the amount of $71,432.40 and Authorize the General Manager to Execute the Town's Standard Form of Consulting Agreement with BSK Associates in the Amount of $71,432,40 and Authorize the General Manager a 10% contingency for a total not-to-exceed amount of$78,575.64.

For (4):	President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, and Director Lesley Belcher
Absent (1):	Director Carolyn Graham

Motion Carried (4 to 0)

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- Board Secretary Kelly Rajala was awarded a scholarship from the California Municipal Clerks Association.
- Solar Project at the Community Center is scheduled to commence this week.
- The Town participated at the annual Discovery Bay Halloween Parade. Staff as well as Board Members handed out candy.

J. DIRECTOR REPORTS

J.1 Standing Committee Reports

a. SPECIAL Finance Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 21, 2026.

Director Graves reported the Committee discussed funding options for upcoming projects.

b. Communications Committee Meeting (Committee Members Bryon Gutow and Lesley Belcher) November 4, 2026.

Director Gutow reported the Committee discussed the emergency notification systems, and received a communications update.

c. Parks & Recreation Committee Meeting (Committee Members Bryon Gutpow and Carolyn Graham) November 4, 2026.

Director Gutow reported the Committee received an update from Landscape Manager Monica Gallo.

d. Water & Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) November 4, 2026.

Meeting was cancelled.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K.1 Contra Costa County Fire Protection District - October 6, 2026.

None.

L. CORRESPONDENCE

L.1 Discovery Bay P-6 Citizen Advisory Committee Dissolution Letter - October 16, 2026.

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

Meeting was adjourned at 7:22p.m.

Kelly Rajala

_____

Item D.2

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Monthly Disbursement Report – October 2026

Meeting Date: November 18, 2026

Prepared By: Alex Cassett, Accounting Technician, Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Receive and file.

EXECUTIVE SUMMARY:

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represent the operating and capital expenditures for the month of October 2026 for a total amount of $1,293,584.92. In addition, six utility billing check refunds totaling $24,380.77 were issued in the month of October 2026.

FISCAL IMPACT:

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS:

1. Check Report – BOD Report

Check Report

Town of Discovery Bay CSD, CA

By Check Number

Date Range: 10/01/2026 - 10/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Bank-Five Star Pooled Bank						
00975	Aflac	10/01/2026	Regular	0.00	288.22	26057
01066	Badger Meter	10/01/2026	Regular	0.00	2,141.44	26058
01390	CliftonLarsonAllen LLP	10/01/2026	Regular	0.00	33,075.00	26059
01171	Core & Main LP	10/01/2026	Regular	0.00	95.60	26060
00289	Freedom Mailing Service Inc	10/01/2026	Regular	0.00	4,816.61	26061
01482	Karlee Rosalez	10/01/2026	Regular	0.00	4,350.00	26062
01130	Kelly Rajala	10/01/2026	Regular	0.00	57.30	26063
00403	Luhdorff & Scalmanini	10/01/2026	Regular	0.00	8,830.75	26064
01312	ODP Office Solutions LLC	10/01/2026	Regular	0.00	161.74	26065
01412	Portola Systems Inc	10/01/2026	Regular	0.00	23,034.83	26066
01373	Shred City	10/01/2026	Regular	0.00	657.00	26067
00568	Stantec Consulting Services Inc	10/01/2026	Regular	0.00	1,800.00	26068
01400	Tyler Technologies Inc	10/01/2026	Regular	0.00	840.00	26069
00633	Upper Case Printing Inc	10/01/2026	Regular	0.00	555.50	26070
00660	Watersavers Irrigation Inc	10/01/2026	Regular	0.00	952.63	26071
01222	Bryon Gutow	10/08/2026	Regular	0.00	345.00	26075
01068	CaliforniaChoice Benefit Admin	10/08/2026	Regular	0.00	27,428.34	26076
01270	Carolyn Graham	10/08/2026	Regular	0.00	690.00	26077
01106	Contra Costa County Public Works Dept	10/08/2026	Regular	0.00	2,048.55	26078
00221	Denalect Alarm Company	10/08/2026	Regular	0.00	126.00	26079
00240	Discovery Pest Control	10/08/2026	Regular	0.00	99.00	26080
01396	DoorKing Inc	10/08/2026	Regular	0.00	39.95	26081
00694	Grainger	10/08/2026	Regular	0.00	475.85	26082
01482	Karlee Rosalez	10/08/2026	Regular	0.00	4,350.00	26083
01130	Kelly Rajala	10/08/2026	Regular	0.00	99.71	26084
00765	National Aquatic Services Inc	10/08/2026	Regular	0.00	700.00	26085
00465	ParcelQuest	10/08/2026	Regular	0.00	2,399.00	26086
00518	Ricoh USA Inc	10/08/2026	Regular	0.00	933.88	26087
01373	Shred City	10/08/2026	Regular	0.00	99.00	26088
00568	Stantec Consulting Services Inc	10/08/2026	Regular	0.00	6,074.00	26089
01505	Stockton Automotive Holdings LLC	10/14/2026	Regular	0.00	131,171.88	26090
01066	Badger Meter	10/15/2026	Regular	0.00	6,842.22	26094
01230	Concentra	10/15/2026	Regular	0.00	239.00	26095
00135	Contra Costa SDA	10/15/2026	Regular	0.00	150.00	26096
01283	Daniel Elliott	10/15/2026	Regular	0.00	886.32	26097
01417	Ising's Culligan Water Conditioning	10/15/2026	Regular	0.00	275.10	26098
00779	Lincoln Aquatics	10/15/2026	Regular	0.00	2,015.81	26099
00403	Luhdorff & Scalmanini	10/15/2026	Regular	0.00	3,160.50	26100
01312	ODP Office Solutions LLC	10/15/2026	Regular	0.00	73.33	26101
01389	PACE Supply Corp	10/15/2026	Regular	0.00	19,644.60	26102
00461	Pacific Gas & Electric	10/15/2026	Regular	0.00	148,615.47	26103
01242	Precision IT Consulting	10/15/2026	Regular	0.00	-6,149.81	26104
01242	Precision IT Consulting	10/15/2026	Regular	0.00	6,149.81	26104
01424	Shobe Engineering LLP	10/15/2026	Regular	0.00	20,713.75	26105
01400	Tyler Technologies Inc	10/15/2026	Regular	0.00	1,125.00	26106
00046	Backflow Apparatus & Valve Co	10/22/2026	Regular	0.00	170.24	26107
00080	Brentwood Ace Hardware	10/22/2026	Regular	0.00	1,173.96	26108
00167	Contra Costa County Treasurer Tax Collct	10/22/2026	Regular	0.00	13,858.96	26109
	Void	10/22/2026	Regular	0.00	0.00	26110
	Void	10/22/2026	Regular	0.00	0.00	26111
01476	Denise Sneath	10/22/2026	Regular	0.00	141.00	26112
00240	Discovery Pest Control	10/22/2026	Regular	0.00	125.00	26113
01396	DoorKing Inc	10/22/2026	Regular	0.00	39.95	26114
00327	Herwit Engineering	10/22/2026	Regular	0.00	23,504.00	26115

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00870	Karina Dugand	10/22/2026	Regular	0.00	1,320.75	26116
01130	Kelly Rajala	10/22/2026	Regular	0.00	57.30	26117
00719	Kevin Graves	10/22/2026	Regular	0.00	690.00	26118
01393	Les Schwab Tire Center	10/22/2026	Regular	0.00	869.15	26119
00779	Lincoln Aquatics	10/22/2026	Regular	0.00	643.58	26120
01340	Lucas Electrical Inc.	10/22/2026	Regular	0.00	23,950.00	26121
01313	Michelle Dominge	10/22/2026	Regular	0.00	382.50	26122
00235	Mt Diablo Resource Recovery	10/22/2026	Regular	0.00	593.72	26123
00235	Mt Diablo Resource Recovery	10/22/2026	Regular	0.00	4,914.36	26124
01312	ODP Office Solutions LLC	10/22/2026	Regular	0.00	425.55	26125
00461	Pacific Gas & Electric	10/22/2026	Regular	0.00	7,273.21	26126
00613	Town of Discovery Bay CSD	10/22/2026	Regular	0.00	12,495.22	26127
	Void	10/22/2026	Regular	0.00	0.00	26128
00633	Upper Case Printing Inc	10/22/2026	Regular	0.00	2,511.80	26129
00660	Watersavers Irrigation Inc	10/22/2026	Regular	0.00	407.60	26130
00975	Aflac	10/29/2026	Regular	0.00	288.22	26131
01208	City Of Brentwood	10/29/2026	Regular	0.00	4,355.92	26132
01418	Contra Costa County Fire Protection Dist	10/29/2026	Regular	0.00	742.75	26133
01393	Les Schwab Tire Center	10/29/2026	Regular	0.00	1,700.66	26134
00403	Luhdorff & Scalmanini	10/29/2026	Regular	0.00	12,961.71	26135
00765	National Aquatic Services Inc	10/29/2026	Regular	0.00	700.00	26136
00461	Pacific Gas & Electric	10/29/2026	Regular	0.00	1,990.77	26137
01429	Shalleck Collaborative Inc	10/29/2026	Regular	0.00	1,125.00	26138
01424	Shobe Engineering LLP	10/29/2026	Regular	0.00	31,951.49	26139
01402	CoAct24 LLC	10/01/2026	EFT	0.00	5,740.00	2000113
01379	Diablo Excavation & Construction	10/01/2026	EFT	0.00	3,839.92	2000114
01252	Geotab USA Inc	10/01/2026	EFT	0.00	237.00	2000115
01255	Herc Rentals Inc	10/01/2026	EFT	0.00	2,446.76	2000116
01489	SPECIAL DISTRICTS RISK MANAGEMENT AUTHO	10/01/2026	EFT	0.00	2,121.35	2000117
01379	Diablo Excavation & Construction	10/08/2026	EFT	0.00	21,283.36	2000118
00540	SPECIAL DISTRICTS RISK MANAGEMENT AUTHO	10/08/2026	EFT	0.00	2,674.41	2000119
00644	Veolia Water North America	10/08/2026	EFT	0.00	191,244.41	2000120
01379	Diablo Excavation & Construction	10/15/2026	EFT	0.00	8,500.00	2000121
01384	CivicPlus LLC	10/22/2026	EFT	0.00	1,200.00	2000122
01414	HydroCorp	10/22/2026	EFT	0.00	6,316.72	2000123
01402	CoAct24 LLC	10/29/2026	EFT	0.00	4,305.00	2000124
00846	US Bank	10/29/2026	EFT	0.00	383,026.21	2000125
00394	Lesley Marable	10/29/2026	EFT	0.00	92.12	2000126
01274	Empower Retirement	10/08/2026	Bank Draft	0.00	4,720.00	DFT100826
01274	Empower Retirement	10/23/2026	Bank Draft	0.00	4,720.00	DFT102326
01387	Columbia Bank	10/15/2026	Bank Draft	0.00	15,910.66	BH06200851

Bank Code Pooled Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	74	0.00	619,992.06
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-6,149.81
Bank Drafts	3	3	0.00	25,350.66
EFT's	16	14	0.00	633,027.26
	171	**95**	**0.00**	**1,272,220.17**

Check Report **Date Range: 10/01/2026 - 10/31/2026**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Trustee Account-Trustee Account 2022 Water						
00403	Luhdorff & Scalmanini	10/13/2026	Bank Draft	0.00	6,956.00	111064622
00403	Luhdorff & Scalmanini	10/21/2026	Bank Draft	0.00	14,408.75	111069491

Bank Code Trustee Account Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	21,364.75
EFT's	0	0	0.00	0.00
	2	**2**	**0.00**	**21,364.75**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	74	0.00	619,992.06
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-6,149.81
Bank Drafts	5	5	0.00	46,715.41
EFT's	16	14	0.00	633,027.26
	173	**97**	**0.00**	**1,293,584.92**

Fund Summary

Fund	Name	Period	Amount
20	Water	10/2026	21,364.75
99	ERP Pooled Cash Operating	10/2026	1,272,220.17
			1,293,584.92

Water & Wastewater
Monthly Presentation

Item F.1



THE TOWN OF
DISCOVERY BAY
Live Where You Play

September/October 2026

SEPTEMBER/OCTOBER 2026

SAFETY FOCUS

Goal Zero – *Leading Safety Together*

VEOLIA

GOAL ZERO
Leading Safety Together



THIS PERIOD'S SAFETY TOPICS

ARC FLASH TRAINING

Electrical hazard awareness and safe work practices.

- Recognize arc flash risks.
- Follow safe work procedures and PPE requirements.

INTERNATIONAL SAFETY WEEK: GO HOME SAFE

September 14 – 18

- Promote a strong safety culture.
- Focus on habits that ensure everyone goes home safe.

APPLYING LIFE SAVING RULES (LSR)

- **Traffic Management** – Control risks around vehicles and work areas.
- **Working at Heights** – Use fall protection and follow proper procedures.
- **Lockout/Tagout** – Isolate and control hazardous energy before work begins.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Use the right PPE for the task.
- Inspect, maintain, and replace as needed.

1,215 SAFE WORKING DAYS

Keep Goal Zero going – stop work when conditions are not safe.

DISCOVERY BAY WATER SYSTEM

Item F.1

WILLOW WTP

WELLS

Well 1	Well 2	Well 6
ONLINE ✓	ONLINE ✓	ONLINE ✓

FILTERS

Filter A	Filter B	Filter 1
OFFLINE ✗	ONLINE ✓	ONLINE ✓

PRODUCTION

85.20 MG

Water Production

(Sept: 50.52 MG | Oct: 34.68 MG)

NEWPORT WTP

WELLS

Well 4	Well 7
ONLINE ✓	ONLINE ✓

FILTERS

Filter A	Filter B
ONLINE ✓	ONLINE ✓

PRODUCTION

116.01 MG

Water Production

(Sept: 57.67 MG | Oct: 58.34 MG)

WATER DEMAND

201.21 MG

(Total Demand)

(Sept: 108.19 MG | Oct: 93.02 MG)

TOTAL CHLORINE

20,387 gal

(13,033 + 7,354)

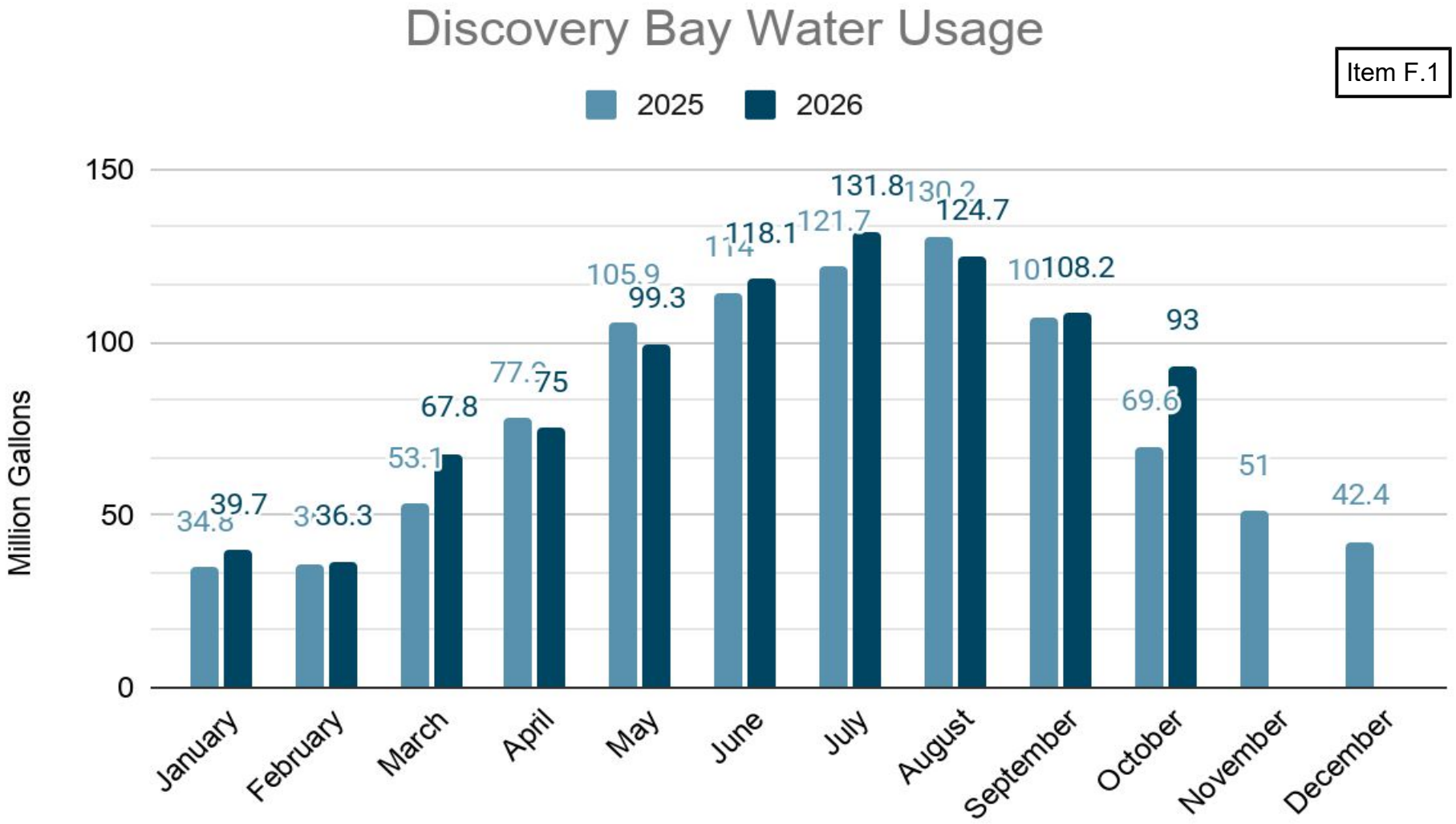
(Sept: 11,375 gal | Oct: 9,012 gal)

WELLS RUNNING

5 / 5

TOWN OF DISCOVERY BAY CALIFORNIA

Item F.1


Discovery Bay Water Usage
2025
2026
Million Gallons
150
100
50
0
34.8
39.7
36.3
53.1
67.8
77.6
75
105.9
99.3
114
118.1
121.7
131.8
130.2
124.7
101
108.2
69.6
93
51
42.4
January
February
March
April
May
June
July
August
September
October
November
December

SEPTEMBER/OCTOBER 2026

DISCOVERY BAY WASTEWATER TREATMENT



VEOLIA

GOAL ZERO
Leading Safety Together

TOTAL WASTEWATER TREATED
68.80 MG
(Sept: 33.73 MG | Oct: 35.07 MG)

AVERAGE DAILY FLOW
1.13 MGD
(68.80 MG ÷ 61 days)

CAPACITY UTILIZATION
48%
(Based on 2.35 MGD permit capacity)

PM COMPLETION
100%
0 Critical PMs Overdue

PERMIT PARAMETERS	SEPTEMBER	OCTOBER	TWO-MONTH AVERAGE
Total Flow (MG)	33.73	35.07	68.80
BOD (mg/L)	0.8	0.8	0.8
TSS (mg/L)	0.7	0.7	0.7
Ammonia (mg/L)	<0.072	<0.072	<0.072
Total Coliform (MPN/100 mL)	ND	ND	ND
Nitrates (mg/L)	5.1	4.68	4.89

REMOVAL EFFICIENCY

99.1%
BOD Removal
Sept: 99.3% | Oct: 98.9%

97.8%
TSS Removal
Sept: 98.0% | Oct: 97.6%

SYSTEM HIGHLIGHTS

- Permit compliance maintained for all parameters.
- Treated 68.80 million gallons with an average flow of 1.13 MGD.
- High removal efficiencies: 99.1% BOD and 97.8% TSS.
- 100% PM completion with zero critical PMs overdue.

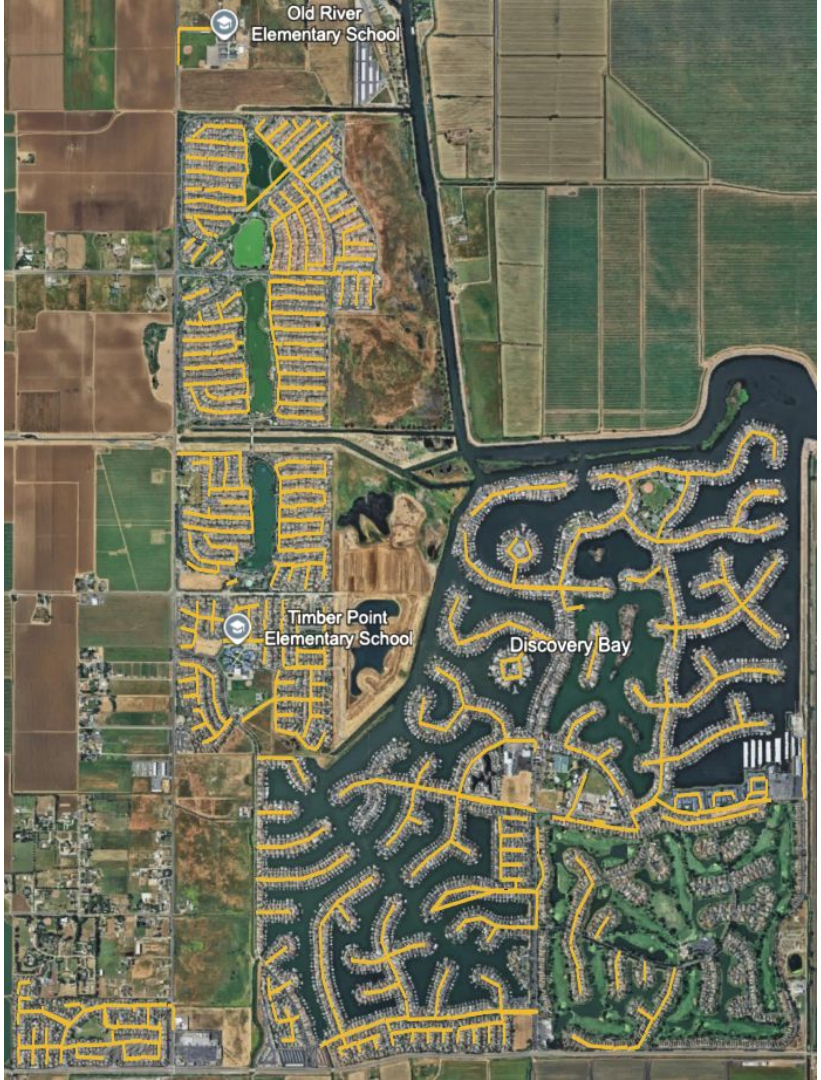
MAINTENANCE PROJECTS

Item F.1

- Replaced UV bulbs/Sleeves in Channel 1
- Completed Flushing Hydrants
- SL Rat 95% Completed



Item F.1


Old River
Elementary School
Timber Point
Elementary School
Discovery Bay

Water & Wastewater
Monthly Presentation

VEOLIA

Item F.1



THE TOWN OF
DISCOVERY BAY
Live Where You Play

September/October 2026

SEPTEMBER/OCTOBER 2026

SAFETY FOCUS

Goal Zero – *Leading Safety Together*

VEOLIA

GOAL ZERO
Leading Safety Together

Item F.1



THIS PERIOD'S SAFETY TOPICS

ARC FLASH TRAINING

Electrical hazard awareness and safe work practices.

- Recognize arc flash risks.
- Follow safe work procedures and PPE requirements.

INTERNATIONAL SAFETY WEEK: GO HOME SAFE

September 14 – 18

- Promote a strong safety culture.
- Focus on habits that ensure everyone goes home safe.

APPLYING LIFE SAVING RULES (LSR)

- **Traffic Management** – Control risks around vehicles and work areas.
- **Working at Heights** – Use fall protection and follow proper procedures.
- **Lockout/Tagout** – Isolate and control hazardous energy before work begins.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Use the right PPE for the task.
- Inspect, maintain, and replace as needed.

1,215 SAFE WORKING DAYS

Keep Goal Zero going – stop work when conditions are not safe.

DISCOVERY BAY WATER SYSTEM

Item F.1

WILLOW WTP

WELLS

Well 1	Well 2	Well 6
ONLINE	ONLINE	ONLINE

FILTERS

Filter A	Filter B	Filter 1
OFFLINE	ONLINE	ONLINE

PRODUCTION

85.20 MG

Water Production

(Sept: 50.52 MG | Oct: 34.68 MG)

NEWPORT WTP

WELLS

Well 4	Well 7
ONLINE	ONLINE

FILTERS

Filter A	Filter B
ONLINE	ONLINE

PRODUCTION

116.01 MG

Water Production

(Sept: 57.67 MG | Oct: 58.34 MG)

WATER DEMAND

201.21 MG

(Total Demand)

(Sept: 108.19 MG | Oct: 93.02 MG)

TOTAL CHLORINE

20,387 gal

(13,033 + 7,354)

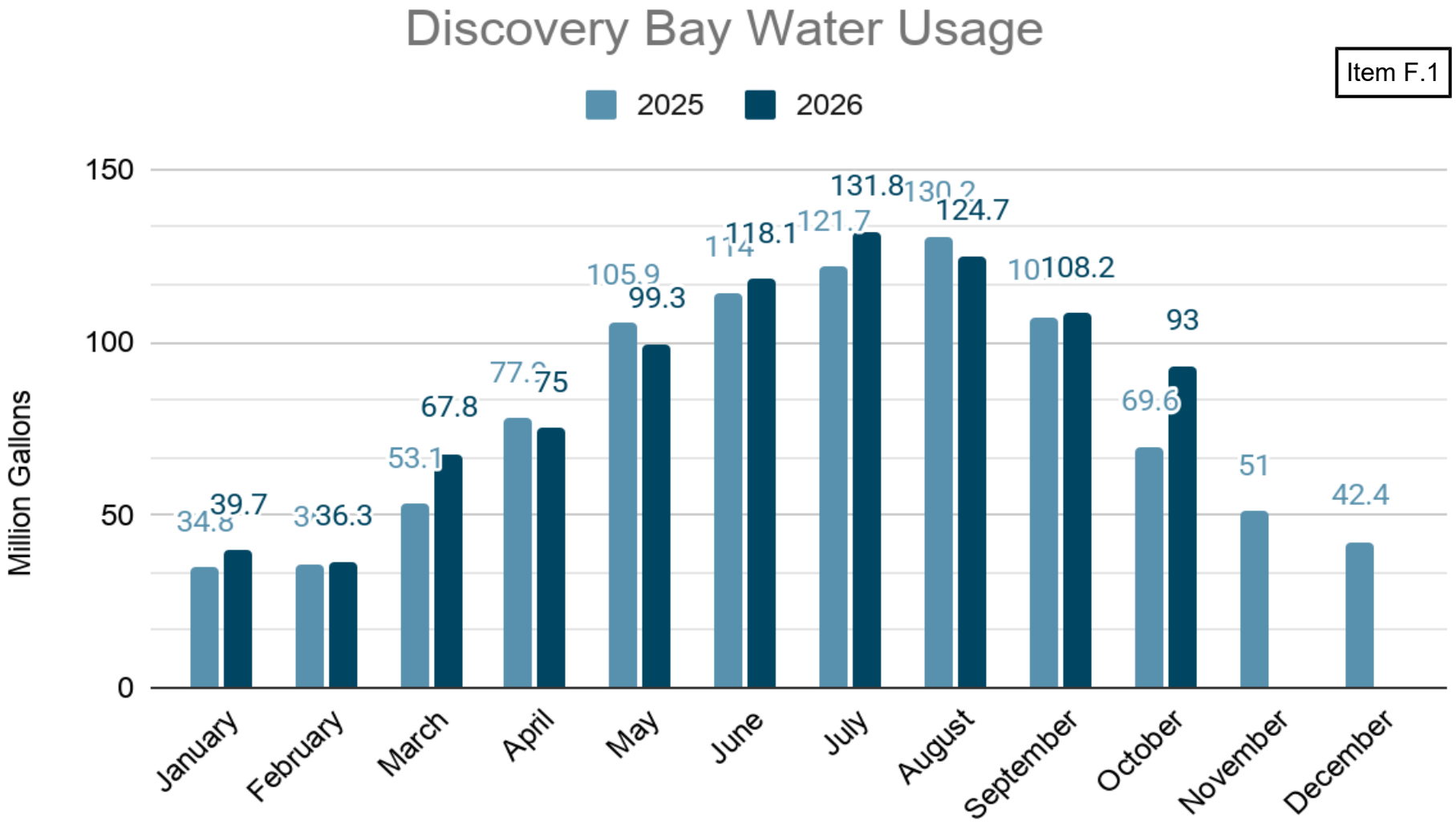
(Sept: 11,375 gal | Oct: 9,012 gal)

WELLS RUNNING

5 / 5

TOWN OF DISCOVERY BAY CALIFORNIA

Item F.1


Discovery Bay Water Usage
2025
2026
Million Gallons
150
100
50
0
34.8
39.7
36.3
53.1
67.8
77.6
75
105.9
99.3
114
118.1
121.7
131.8
130.2
124.7
101
108.2
69.6
93
51
42.4
January
February
March
April
May
June
July
August
September
October
November
December

SEPTEMBER/OCTOBER 2026

DISCOVERY BAY WASTEWATER TREATMENT



VEOLIA

GOAL ZERO
Leading Safety Together

Item F.1

TOTAL WASTEWATER TREATED
68.80 MG
(Sept: 33.73 MG | Oct: 35.07 MG)

AVERAGE DAILY FLOW
1.13 MGD
(68.80 MG ÷ 61 days)

CAPACITY UTILIZATION
48%
(Based on 2.35 MGD permit capacity)

PM COMPLETION
100%
0 Critical PMs Overdue

PERMIT PARAMETERS	SEPTEMBER	OCTOBER	TWO-MONTH AVERAGE
Total Flow (MG)	33.73	35.07	68.80
BOD (mg/L)	0.8	0.8	0.8
TSS (mg/L)	0.7	0.7	0.7
Ammonia (mg/L)	<0.072	<0.072	<0.072
Total Coliform (MPN/100 mL)	ND	ND	ND
Nitrates (mg/L)	5.1	4.68	4.89

REMOVAL EFFICIENCY

99.1%
BOD Removal
Sept: 99.3% | Oct: 98.9%

97.8%
TSS Removal
Sept: 98.0% | Oct: 97.6%

SYSTEM HIGHLIGHTS

- Permit compliance maintained for all parameters.
- Treated 68.80 million gallons with an average flow of 1.13 MGD.
- High removal efficiencies: 99.1% BOD and 97.8% TSS.
- 100% PM completion with zero critical PMs overdue.

MAINTENANCE PROJECTS

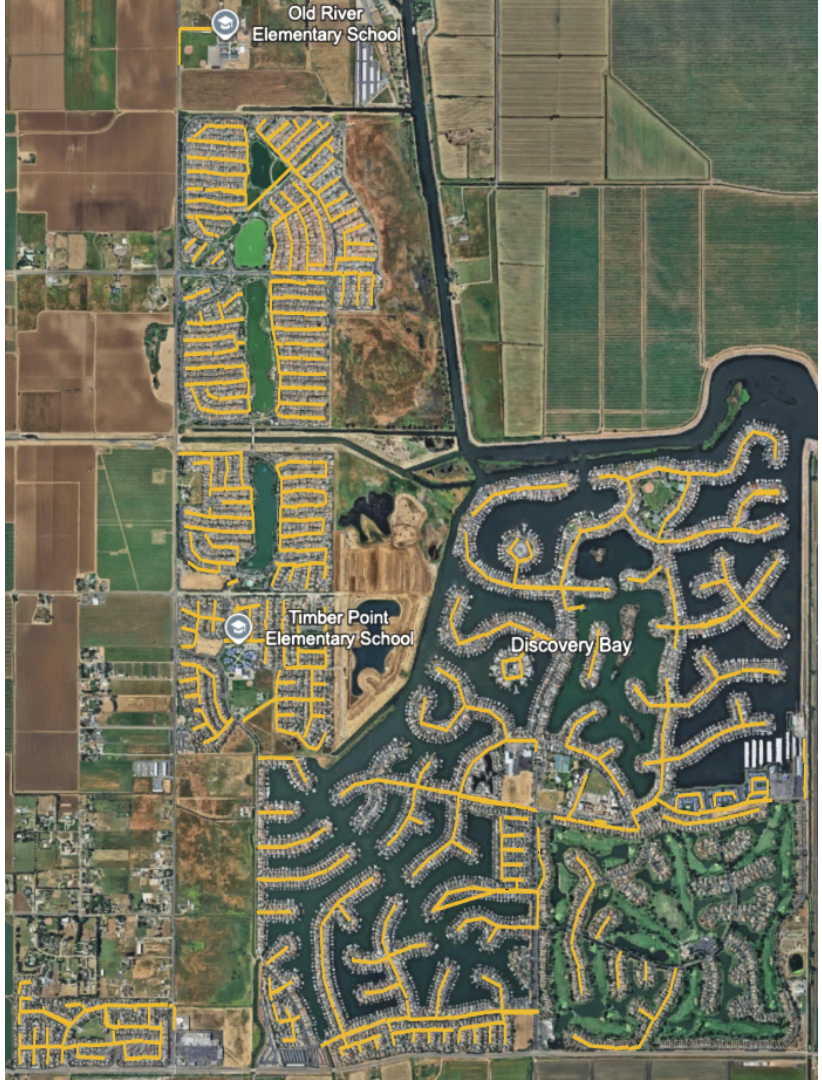
Item F.1

- Replaced UV bulbs/Sleeves in Channel 1

- Completed Flushing Hydrants
- SL Rat 95% Completed



Item F.1


Old River
Elementary School
Timber Point
Elementary School
Discovery Bay

Item G.1

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action Regarding the Annual Independent Financial Audit and Audited Financial Statements for the Town of Discovery Bay Community Services District.

Meeting Date: November 18, 2026

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Receive and file the financial statements and other communications for the period ending June 30, 2026.

EXECUTIVE SUMMARY:

Government Code Section 53891(a) requires the officer responsible for maintaining a local agency's financial records to submit an annual report to the California State Controller detailing all financial transactions of the agency during the preceding fiscal year. The report must include underlying data from audited financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP), when available, and must be submitted within seven months following the close of the fiscal year. Additionally, local agencies are required to report annual compensation information, as prescribed by Government Code Section 53892(l), for the preceding calendar year no later than April 30.

The Town of Discovery Bay Community Services District (Town) and the Discovery Bay Public Financing Authority (Authority) fulfill these statutory reporting requirements annually through the preparation of audited financial statements and the submission of the required financial transaction reports to the California State Controller.

On June 19, 2024, the Board of Directors authorized an agreement with CliftonLarsonAllen LLP (CLA) to provide independent auditing services for the three fiscal years ending June 30, 2024, through June 30, 2026, for both the Town and the Authority. The scope of services includes:

1. Preparation of the annual independent financial audit for the Town of Discovery Bay Community Services District.

2. Preparation and submission of the Town's Financial Transaction Report to the California State Controller.

3. Preparation and submission of the Discovery Bay Public Financing Authority's Financial Transaction Report to the California State Controller.

CLA completed its audit fieldwork for the fiscal year ended June 30, 2026, during August and September 2026 and has subsequently prepared the audited financial statements for the Town and the Authority.

Town staff have reviewed the FY 2025-2026 audited financial statements prepared by CLA and recommend that the Board of Directors accept and approve the audited financial statements. Acceptance of the audit will allow the Town to proceed with the associated statutory financial reporting requirements and submission of the required Financial Transaction Reports to the California State Controller.

Representatives from CLA will attend the November 18, 2026, Board of Directors meeting to present the audit results, respond to questions, and provide an overview of the Town's and Authority's financial condition and audit findings, if any.

FISCAL IMPACT:

Audit Fees are included within the annual budget.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

June 19, 2024 - Approve Contracting with CLA to Perform Audit Services.

ATTACHMENTS:

1. Audited Financial Statement for the Period Ending June 30, 2026.
2. Governance Communications
3. Independent Auditor's Report on Internal Control on Financial Reporting and On Compliance and Other Matters
4. Management Representation Letter

Item G.1

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2026



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAconnect.com

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Town of Discovery Bay
Community Services District
Discovery Bay, California

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities and each major fund of Town of Discovery Bay Community Services District ("District"), as of and for the year ended June 30, 2026, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and each major fund of the District, as of June 30, 2026, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 2026, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Irvine, California
November 10, 2026

The purpose of management's discussion and analysis (MD&A) is to help the Town of Discovery Bay Community Service District's (District) residents and other readers understand what the financial statements and notes in this financial report say about the District's financial health and why it changed since last year. It contains information drawn from those other parts of the report, accompanied by explanations informed by the finance staff's knowledge of the District's finances.

If you have questions about this report or require further information, contact the Department of Finance at info@todb.ca.gov or 925-634-1131.

Overview of the Financial Statements

The District's financial report contains basic financial statements. Those financial statements present the District's finances at both an overall and a detailed level. The first two—the *government-wide financial statements*—cover the District's governmental activities and business-type activities (together, the *primary government*).

- *Governmental activities* comprise the District's most basic functions, such as landscape and recreation activity. Governmental activities primarily are financed by taxes paid by District residents and businesses and grants or other contributions from other public or private entities. .

- *Business-type activities* are District services primarily financed in whole or in part with charges to customer such as the water and sewer system.

The remaining basic financial statements present the District's finances in greater detail. As their name implies, the *fund financial statements* disaggregate financial information by separate funds to report on the specific purposes for which resources are used or for which they are restricted. The District reports two groups of funds:

- *Governmental fund financial statements* report all of the governmental activities except those that involve providing services to District departments. In addition to the District's main operating fund—the general fund—those financial statements report a special revenue fund to track the use of a portion of the District's restricted sales tax for public safety and transportation, a debt service fund to record the repayment of outstanding bonds, and a capital projects fund to account for resources used to acquire transportation infrastructure and certain other long- lived assets.

- *Proprietary fund financial statements* report on all the business-type activities (*enterprise funds*

- The District does not maintain fiduciary funds.

The next section of this financial report contains *notes to financial statements,* which delve deeper into the District's finances as reported in the financial statements. The information in the notes is as important to understanding the District's finances as the information in the financial statements. The District uses notes to (1) present information in greater detail than is possible within the financial statements themselves, (2) explain the nature of amounts reported in the financial statements and how those amounts were determined, and (3) report certain information that does not meet the requirements for inclusion in the financial statements (such as certain contingencies).

Types of Information in the Financial Statements
All the District's financial statements, except for the governmental fund financial statements, use the *economic resources measurement focus and accrual basis of accounting.* In other words, they comprehensively report all types of financial statement elements:'

- *Assets*—resources the District controls, from short-term assets like cash to long-term assets like roads and bridges
- *Liabilities*—amounts the District owes, from short-term liabilities such as salaries payable to long-term liabilities such as outstanding debt and net amounts owed to employees for pensions
- *Deferred outflows of resources* and *deferred inflows of resources*—flows that occurred during the year, or in prior years, that will not be reported as expenses and revenues until the future year to which they are related *Revenues and expenses*—inflows and outflows of economic resources, respectively, related to the current year.

Governmental fund financial statements use the *current financial resources measurement focus and modified accrual basis of accounting* to report on the sources, uses, and balances of current financial resources. The governmental funds do not report nonfinancial assets, such as capital assets, or certain other long-term items, such as general obligation bonds, but they do report the flows of current financial resources related to those long-term items; for example, the proceeds from issuing bonds or selling equipment, as well as principal and interest payments on bonds and spending on the construction of a District building.

	Financial Statements				
	Government-Wide	Proprietary Fund	Fiduciary Fund	Component Unit	Governmental Fund
Types of assets and liabilities	All assets and liabilities, both financial and nonfinancial, short term and long term				Only current financial resources, such as cash, taxes receivable, and accounts payable
Types of revenues/additions	All types of revenues/additions that flow into the government during the year that relate to that year, regardless of when cash is received				Only revenues that are measurable and available to finance expenditures of that year
Types of expenses/deductions/ expenditures	All types of expenses/deductions that flow out of the government during the year that relate to that year, regardless of when cash is paid				Only expenditures for which the related governmental fund liability is incurred in that year
Types of deferred outflows of resources and deferred inflows of resources	All types of resources that flow into and out of the government during the year that relate to a future year				Current financial resources that flow into and out of the governmental funds during the year that relate to a future year

More detail about the measurement focuses and bases of accounting can be found in the first note to financial statements, the summary of significant accounting policies.

Analysis of the District's Financial Statements

Table A-1
Town of Discovery Bay Community Services District Net Position
(rounded to the nearest dollar)
As of June 30, 2026 and 2025

	Governmental Activities		Business-Type Activities		Total		Variance
Assets	2026	2025	2026	2025	2026	2025	$
Current and Other Assets	$ 2,034,123	$ 1,691,582	$ 17,387,927	$ 22,221,444	$ 19,422,050	$ 23,913,026	$ (4,490,976)
Capital Assets, Net	3,401,505	3,519,055	66,111,386	60,646,564	69,512,891	64,165,619	5,347,272
Total Assets	$ 5,435,628	$ 5,210,637	$ 83,499,313	$ 82,868,008	$ 88,934,941	$ 88,078,645	$ 856,296
Liabilities							
Current Liabilities	$ 202,656	$ 90,137	$ 2,586,869	$ 2,438,123	$ 2,789,525	$ 2,528,260	$ 261,265
Noncurrent Liabilities	24,534	18,861	33,420,207	34,449,371	33,444,741	34,468,232	(1,023,491)
Total Liabilities	$ 227,190	$ 108,998	$ 36,007,076	$ 36,887,494	$ 36,234,266	$ 36,996,492	$ (762,226)
Deferred Inflow of Resources	$ -	$ -	$ 21,928	$ 23,264	$ 21,928	$ 23,264	$ (1,336)
Net Position							
Invest in Capital Assets	$ 3,401,505	$ 3,481,145	$ 31,427,113	$ 28,495,518	$ 34,828,618	$ 31,976,663	$ 2,851,955
Unrestricted	1,806,933	1,620,494	16,043,196	17,461,732	17,850,129	19,082,226	(1,232,097)
Total Net Position	$ 5,208,438	$ 5,101,639	$ 47,470,309	$ 45,957,250	$ 52,678,747	$ 51,058,889	$ 1,619,858

A review of the net position over time may serve as a useful indicator of the District's financial position. Net position represents the difference between the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. As of June 30, 2026, the District's net position was $52,678,747, an increase of $1,619,858 from the previous year.

The largest portion of the District's net position reflects its net investment in capital assets (e.g., land, buildings and improvements, equipment, etc.); less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining net position is offset by a reduction of unrestricted net position which may be used to meet the government's ongoing obligations.

During the fiscal year, the District continued to invest in its capital infrastructure with the completion of several projects in water and sewer and at the community center. In addition, the District is nearing completion of the Well 8 project for which bonds proceeds were received.

Table A-2
Town of Discovery Bay Community Services District Statement of Activity and Changes in Net Position
(rounded to the nearest dollar)
As of June 30, 2026 and 2025

	Governmental Activities		Business-Type Activities		Total		Variance
Revenues	2026	2025	2026	2025	2026	2025	$
Program Revenues							
Charges for Services	$ 970,570	$ 310,107	$ 14,281,610	$ 13,241,960	$ 15,252,180	$ 13,552,067	$ 1,700,113
Operating Grants and Contributions	293,841	326,813	-	68,740	293,841	395,553	(101,712)
Capital Grants and Contributions	142,635	182,245	2,458,392		2,601,027	182,245	2,418,782
General Revenues							
Property Taxes	910,682	890,529	-	-	910,682	890,529	20,153
Investment Income	54,646	89,589	659,877	978,343	714,523	1,067,932	(353,409)
Transers	179,302	-	(179,302)	-	-	-	-
Other	2,621	8,391	-	-	2,621	8,391	(5,770)
Total Revenues	$ 2,554,297	$ 1,807,674	$ 17,220,577	$ 14,289,043	$ 19,774,874	$ 16,096,717	$ 3,678,157
Expenses							
General Government	$ 759,023	$ 225,601	$ -	$ -	$ 759,023	$ 225,601	$ 533,422
Community Center	-	-	-	-	-	-	-
Lighting and Landscape					-	-	
Zone 8	1,456,279	1,335,775	-	-	1,456,279	1,335,775	120,504
Zone 9	232,196	150,326	-	-	232,196	150,326	81,870
Water	-	-	6,793,473	6,472,372	6,793,473	6,472,372	321,101
Sewer	-	-	7,585,668	7,001,479	7,585,668	7,001,479	584,189
Financing Authority	-	-	1,328,377	1,362,810	1,328,377	1,362,810	(34,433)
Total Expenses	$ 2,447,498	$ 1,711,702	$ 15,707,518	$ 14,836,661	$ 18,155,016	$ 16,548,363	$ 1,606,653
Changes in Net Position	$ 106,799	$ 95,972	$ 1,513,059	$ (547,618)	$ 1,619,858	$ (451,646)	$ 2,071,504
Net Position, Beginning of Year, as Restated	$ 5,101,839	$ 5,005,667	$ 45,957,250	$ 46,504,868	51,059,089	51,510,535	(451,446)
Net Position, End of year	$ 5,208,638	$ 5,101,639	$ 47,470,309	$ 45,957,250	$ 52,678,947	$ 51,058,889	$ 1,620,058

Governmental Activities

Table A-2 shows $106,799 increase in net position and is attributed to each function as follows:

- Charges for services increased by $660K. This is largely attributed to county reimbursements for their capital projects which can vary annually based on the available funds and the County's decision to proceed with them. There was a $11K decrease in community services pool fees due to a temporary shutdown of the community pool.

- The District received funding from the County and a local community group to pay towards capital outlay at the community center in the amount of $180K. In addition, the District received $142K funding from developer fees paid towards future park enhancement and community center projects. Funding from these sources is approximately $73K higher in 2026.

Expenses increased $736K due to additional expenditures towards landscape projects through the Town and County zones.

Business-type Activities

Table A-2 shows $1,513,059 increase in net position is attributed to each function as follows:

- Charges for services increased $1M due to an increase in rates and higher sales activity during the fiscal year,
- During the fiscal year, the District received approximately $960K in water and sewer developer connection and capacity fees; an increase of $30,000. These funds can vary annually based on the building activity on the new developments.
- Investment income decreased $318K due to the District utilizing its reserves to fund capital projects
- District received a capital contribution of $2.5M from a developer for their construction of Lift Station P (Pantages) which the District will operate and maintain.
- The water system expenses are trending higher, which accounted for the water rates to increase. The $870K increase is primarily due to increases in repairs and maintenance of the water system with also additional increases in electricity costs.

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

Table A-3
Town of Discovery Bay Community Services District Statement of Activity and Changes in Net Position
(rounded to the nearest dollar)
As of June 30, 2026 and 2025

	General		Zone 8		Zone 9	
	2026	2025	2026	2025	2026	2025
Total Revenues	$ 650,619	$ 312,819	$ 1,540,777	$ 1,358,921	$ 206,599	$ 202,223
Total Expenses	$ 759,023	$ 225,601	$ 1,373,682	$ 1,922,957	$ 195,093	$ 383,981
Excess (Deficiency) of Revenues over Expenditures	$ (108,404)	$ 87,218	$ 167,095	$ (564,036)	$ 11,506	$ (181,758)
Other Financing Sources - Transfer In	$ 179,382	$ -	$ -	$ -	$ -	$ -
Changes in Fund Balance	$ 70,978	$ 87,218	$ 167,095	$ (564,036)	$ 11,506	$ (181,758)
Net Position, Beginning of Year	$ 173,369	$ 86,151	$ 1,232,788	$ 1,796,824	$ 201,772	$ 383,530
Net Position, End of year	$ 244,347	$ 173,369	$ 1,399,883	$ 1,232,788	$ 213,278	$ 201,772

The focus of the District's governmental funds is to provide information on the short-term inflows and outflows and balances of current expendable resources. In particular, the *unassigned fund balance* presented in the balance sheet may serve as a useful measure of the District's resources available for spending at the end of its fiscal year.

The fund balance of the Lighting and Landscaping Zone 8 fund increased by $167,095, the fund balance of the Lighting and Landscaping Zone 9 fund increased by $11,506, and the fund balance of the general fund increased by $70,978. At year-end, the combined fund balance of the governmental funds was $1,857,508 consisting of nonspendable, restricted, and unassigned funds.

Governmental funds saw an increase in revenues from charges for services which is largely attributed to an increase in county reimbursements for special projects for the county zones. Those revenues were offset by an increase in operating expenditure for an increased effort in landscape.

Proprietary Funds

Table A-4
Town of Discovery Bay Community Services District Statement of Activity and Changes in Net Position
(rounded to the nearest dollar)
As of June 30, 2026 and 2025

	Water		Sewer		Financing Authority	
	2026	2025	2026	2025	2026	2025
Total Revenues	$ 6,464,916	$ 5,959,942	$ 7,816,694	$ 7,350,758	$ -	$ -
Total Expenses	$ 6,781,585	$ 6,472,372	$ 7,573,457	$ 7,001,479	$ -	$ -
Operating Loss	$ (316,669)	$ (512,430)	$ 243,237	$ 349,279	$ -	$ -
NonCapital subsidies - Transfer Out	$ (179,302)	$ -	$ -	$ -	$ -	$ -
Operating Income (Loss)	$ (495,971)	$ (512,430)	$ 243,237	$ 349,279	$ -	$ -
NonOperating Revenues (Expenses)						
Investment Income	$ 223,371	$ 451,916	$ 436,506	$ 526,427	$ 1,413,437	$ 1,448,961
Interest Expense	$ (269,364)	$ (280,364)	$(1,144,073)	$(1,168,597)	$(1,328,377)	$(1,362,810)
Capital Contributions	$ -	$ -	$ 2,458,392	$ -	$ -	$ -
Loss on Disposal of Capital Asset	$ (11,888)	$ -	$ (12,211)	$ -	$ -	$ -
Total NonOperating Revenues (Expenses)	$ (57,881)	$ 171,552	$ 1,738,614	$ (642,170)	$ 85,060	$ 86,151
Changes in Net Position	$ (553,852)	$ (340,878)	$ 1,981,851	$ (292,891)	$ 85,060	$ 86,151
Net Position - Beginning of Year	$16,455,900	$16,796,778	$30,929,285	$31,222,176	$(1,427,935)	$(1,514,086)
Net Position - End of Year	$15,902,048	$16,455,900	$32,911,136	$30,929,285	$(1,342,875)	$(1,427,935)

The District's proprietary fund statements provide the same type of information, in more detail, on the business-type activities presented in the government-wide financial statements.

The combined net position of the proprietary funds increased by $1,513,059 from $45,957,250 to $47,470,309. The net position included $32,770,388 in the Net Investment in Capital Assets increasing from $29,924,823 due to the completion of several capital projects including a new lift station, water distribution lines, and a few small projects from security fencing and facility equipment. The district also received capital contributions on the sewer system of $2,458,392 from a developer who constructed Lift Station P and turned the asset over to the district to operate and maintain. The unrestricted net position of $16,043,196, a decrease from the prior year at $17,481,732. The change in net position is due to higher charges of services including the account charge as process through the County and the water rate for customer usage being offset by increased from repairs and maintenance of the water system and depreciated expense for the recently completed projects.

Significant capital asset and long-term financing activity

Capital Assets

At the end of fiscal year 2026, the District's investment in capital assets amounted to $69,036,247 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

The District's total investment in capital assets before depreciation increased by $9.2 million from $104,127,513 to $113,332,566. Significant additions to capital assets included completed projects and acquisitions and ongoing capital projects:

Completed Projects and Acquisitions

Lift station upgrades - $122,513
Valve Station Manhole - $85,189
Village 2 and 4 Lift stations - $932,080
Cathodic Protection - $240,022
Marina Underwater Crossing - $486,408
Security Gate and Fence - $667,274
Pickleball Court conversion - $165,500
Community Center Synthetic Turf - $53,570
Facility equipment $447,602

Ongoing capital projects (total project costs)

Well 8 - $6,114,504
Solar Project – $240,970
Sandpoint underwater crossing and line - $255,191
Wastewater Miscellaneous Project - $379,508
Administration building $1,772,410

Debt Administration

On June 30, 2026, the District had $33,002,000 in outstanding debt as compared to $33,922,000 for the prior year. During fiscal year 2014, the District received Series 2012 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the water and wastewater systems. During fiscal year 2018, the District received series 2017 Enterprise Revenue Bonds to finance the costs of certain improvements to the water and wastewater enterprise systems. During the fiscal year 2022, the District received Series 2022 Enterprise Revenue Bonds to finance the costs of certain improvements to the water and wastewater enterprise system. During the fiscal year 2023, the District issued $11,650,000 Discovery Bay Public Financing Authority Enterprise Revenue Refunding Bonds, Series 2022B. The bonds were issued to refinance the Series 2012 Enterprise Revenue Bonds.

There was no new debt issued during the fiscal year, and the District made debt service payments of $534,479 for the Water System and $1,800,221 for Wastewater System.

Currently known facts, decisions, or conditions

The District is aware of six developments that will have an impact on the District's finances in the future and have been incorporated into next year's budget:

1. Results from 2025 Classification and Compensation Study
2. Rising Electricity Costs
3. Increase in Distribution Line Repairs
4. Aging Infrastructure and new administrative building
5. Anticipated capital funding
6. Regulatory Compliance

Results from the 2025 Classification and Compensation Study

The district undertook a classification and compensation study to evaluate the competitive salary and overall compensation of staff positions for all levels. The last report was completed over 10 years ago and did not reflect current job responsibilities and comparable titles to attract and retain employees. They study was conducted because the district was losing staff to nearby agencies for better pay and benefits. The results of the study were finalized in September 2025 and incorporated into the fiscal year 2026-2027 budget and updated the range, titles, methodologies on how staffing budget is created. The district was able to absorb the higher individual salaries and reflect a more appropriate reflection of hours for certain key employees who provide high level service with reduced hours.

Rising Electricity Costs

Double-digit increases in electricity costs prompted the District and its contract operator to explore cost-saving alternatives. To mitigate the rising costs, the District secured a low-interest loan from the California Energy Commission to install solar panels at and around the community center and the water system. The project is underway with completion expected by winter 2027. The analysis provided insight into our own trends and usage to provide for a better budget and forecast for this variable cost showing a 10-12% anticipated increase. The steady increase over the last five years brings total utility cost budget to $1.8 million across all funds where actuals were about $1.3 million from five years ago.

Increase in Distribution Line Repairs

Over the past five years, the district has seen a significant increase in the number of repairs to the distribution lines throughout the system. While these costs are necessary to address leaks and updated components, it does demonstrate the importance of moving forward with the mainline pipeline project. This project is expected to cover 8 miles of pipe over the next five years at an estimated cost of $14.5 million; $4 million next year. The information from this service events can be mapped through the geographical information system and will help guide the priority of the locations to be addressed. In the meantime, the district has continued to increase its system maintenance budget to nearly $1.5 Million next year, an increase of approximately $196,000 from prior year.

Aging Infrastructure and new administrative building

The engineers for the sewer system have been identifying several smaller projects that required upgrade or replacement and completed their design of these small projects during fiscal year 2026. The total anticipated cost for these projects is $4.2 million. The district plans to use reserves towards this effort reducing the available cash balance. In addition, the district has received notification from the state that the current location of the administrative building will need to separate from its current location to meet regulatory requirements. Over the past few years, the district explored different options and received board approval a few years back. Design has been completed and the district's awaits final county permit approval to proceed forward with installation of the modular building. Funding for this project will be paid from the water and sewer funds which will be a combination of reserves and the issuance of debt.

Anticipated capital funding

As noted above, there are several projects identified for asset renewal for the water and sewer facilities. Next year the expected capital expenditures of nearly $20 million across all funds, and about $6 million expected to be financed from the issuance of debt. Also, we anticipate the completion of the $3 million solar project, the district will have the state loan to repay.

Regulatory Compliance

Within the water budget, the district has funds allocated towards the consultant to support the cross-connection requirement set forth by the state. This works requires homeowners to have a site visit to ensure the cross connection from the home to Delta waterway is separated. If there are any findings, it is the responsibility of the homeowner to fix; only the cost of the audit needs to be conducted by the district.

BASIC FINANCIAL STATEMENTS

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2026

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current Assets:			
Cash and Investments	$ 1,716,587	$ 16,356,634	$ 18,073,221
Accounts Receivable, Net of Allowance for Doubtful Accounts	314,327	946,193	1,260,520
Internal Balances	-	-	-
Prepaid Items	2,341	84,268	86,609
Advances on Taxes	868	832	1,700
Total Current Assets	2,034,123	17,387,927	19,422,050
Noncurrent Assets:			
Cash and Investments - Restricted	-	476,644	476,644
Capital Assets, Nondepreciable	415,930	9,219,479	9,635,409
Capital Assets, Depreciable, Net	2,985,575	56,415,263	59,400,838
Total Noncurrent Assets	3,401,505	66,111,386	69,512,891
Total Assets	5,435,628	83,499,313	88,934,941
LIABILITIES			
Current Liabilities:			
Accounts Payable	80,265	1,199,836	1,280,101
Accrued Payroll	-	94,957	94,957
Unearned Revenue	96,430	-	96,430
Deposits Payable	-	77,710	77,710
Interest Payable	-	116,230	116,230
Compensated Absences, Current	25,961	66,518	92,479
Bonds Payable, Current	-	966,000	966,000
Total Current Liabilities	202,656	2,521,251	2,723,907
Noncurrent Liabilities:			
Compensated Absences	24,534	62,860	87,394
Bonds Payable	-	32,101,618	32,101,618
Unamortized Bond Premium	-	1,321,347	1,321,347
Total Noncurrent Liabilities	24,534	33,485,825	33,510,359
Total Liabilities	227,190	36,007,076	36,234,266
DEFERRED INFLOWS OF RESOURCES			
Deferred Gain on Refunding	-	21,928	21,928
NET POSITION			
Net Investment in Capital Assets	3,401,505	31,427,113	34,828,618
Unrestricted	1,806,933	16,043,196	17,850,129
Total Net Position	$ 5,208,438	$ 47,470,309	$ 52,678,747

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2026

		Program Revenues			Net Revenue (Expense) and Changes in Net Position		
					Primary Government		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental Activities:							
General Government	$ 759,023	$ 635,069	$ -	$ -	$ (123,954)	$ -	$ (123,954)
Lighting and Landscaping Zone 8	1,456,279	162,330	270,987	142,635	(880,327)	-	(880,327)
Lighting and Landscaping Zone 9	232,196	173,171	22,854	-	(36,171)	-	(36,171)
Total Governmental Activities	2,447,498	970,570	293,841	142,635	(1,040,452)	-	(1,040,452)
Business-Type Activities:							
Water	6,793,473	6,464,916	-	-	-	(328,557)	(328,557)
Sewer	7,585,668	7,816,694	-	2,458,392	-	2,689,418	2,689,418
Financing Authority	1,328,377	-	-	-	-	(1,328,377)	(1,328,377)
Total Business-Type Activities	15,707,518	14,281,610	-	2,458,392	-	1,032,484	1,032,484
Total Primary Government	$ 18,155,016	$ 15,252,180	$ 293,841	$ 2,601,027	(1,040,452)	1,032,484	(7,968)
General Revenues:							
Taxes:							
Property Taxes					910,682	-	910,682
Net Investment Income					54,646	659,877	714,523
Other Income					2,621	-	2,621
Transfers					179,302	(179,302)	-
Total General Revenues and Transfers					1,147,251	480,575	1,627,826
CHANGE IN NET POSITION					106,799	1,513,059	1,619,858
Net Position - Beginning of Year					5,101,639	45,957,250	51,058,889
NET POSITION - END OF YEAR					$ 5,208,438	$ 47,470,309	$ 52,678,747

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2026

	General Fund	Lighting and Landscaping Zone 8	Lighting and Landscaping Zone 9	Total Governmental Funds
ASSETS				
Cash and Investments	$ 101,561	$ 1,402,448	$ 212,578	$ 1,716,587
Accounts Receivable	174,003	128,547	11,777	314,327
Prepaid Items	-	1,969	372	2,341
Advances on Taxes	-	868	-	868
Total Assets	$ 275,564	$ 1,533,832	$ 224,727	$ 2,034,123
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
LIABILITIES				
Accounts Payable	$ 31,297	$ 37,519	$ 11,449	$ 80,265
Unearned Revenue	-	96,430	-	96,430
Total Liabilities	31,297	133,949	11,449	176,695
DEFERRED INFLOW OF RESOURCES				
Unavailable Revenues	-	-	-	-
Total Deferred Inflow of Resources	-	-	-	-
FUND BALANCES				
Nonspendable:				
Prepaids	-	1,969	372	2,341
Restricted for:				
Lighting and Landscaping Zone 8	-	1,397,914	-	1,397,914
Lighting and Landscaping Zone 9	-	-	212,906	212,906
Unassigned	244,267	-	-	244,267
Total Fund Balances	244,267	1,399,883	213,278	1,857,428
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 275,564	$ 1,533,832	$ 224,727	$ 2,034,123

See accompanying Notes to Basic Financial Statements.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2026

Total Fund Balance - Governmental Funds	$	1,857,428
Amounts reported for governmental activities in the statement of net position are different because:		
Revenues not collected within availability period are not available soon enough to pay for the current period's expenditures and, therefore, are reported as unavailable revenue in the governmental funds		-
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		3,401,505
Compensated absences are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds.		(50,495)
Net Position of Governmental Activities	$	5,208,438

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2026

	General Fund	Lighting and Landscaping Zone 8	Lighting and Landscaping Zone 9	Total Governmental Funds
REVENUES				
Property Taxes	$ -	$ 910,682	$ -	$ 910,682
Assessment Income	-	-	173,171	173,171
Intergovernmental Revenues	645,140	101,760	25,440	772,340
Charges for Services	-	162,330	-	162,330
Developer Fees	-	142,635	-	142,635
Interest Income	2,908	43,750	7,988	54,646
Other	2,571	179,620	-	182,191
Total Revenues	650,619	1,540,777	206,599	2,397,995
EXPENDITURES				
Current:				
Payroll Expenses	116,796	626,801	79,496	823,093
Repairs and Maintenance	-	193,612	58,675	252,287
Utilities	-	192,286	29,028	221,314
Other	642,227	61,272	16,280	719,779
Insurance	-	15,680	3,920	19,600
Professional Fees	-	13,603	7,694	21,297
Capital Outlay	-	270,428	-	270,428
Total Expenditures	759,023	1,373,682	195,093	2,327,798
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(108,404)	167,095	11,506	70,197
OTHER FINANCING SOURCES				
Transfers In	179,302	-	-	179,302
CHANGE IN FUND BALANCE	70,898	167,095	11,506	249,499
Fund Balances - Beginning	173,369	1,232,788	201,772	1,607,929
FUND BALANCES - END OF YEAR	$ 244,267	$ 1,399,883	$ 213,278	$ 1,857,428

See accompanying Notes to Basic Financial Statements.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2026

Net Change in Fund Balances - Governmental Funds	$	249,499
Amounts reported for governmental activities in the statement of activities are different because of the following:		
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds until such time as they are considered a current financial resource.		(23,000)
Governmental funds report capital outlays as expenditures, while in the governmental statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense.		223,823
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds.		(306,689)
Loss on disposal of capital assets is recognized in the statement of activities, but is not reported in the funds.		(34,684)
Changes in compensated absences are recorded as an expense in the statement of activities, but are not reported in the funds.		(2,150)
Change in Net Position of Governmental Activities	$	106,799

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2026

	Water	Sewer	Financing Authority	Total
CURRENT ASSETS				
Cash and Investments	$ 4,075,851	$ 12,280,783	$ -	$ 16,356,634
Accounts Receivable, Net	671,166	275,027	-	946,193
Interest Receivable	-	-	116,630	116,630
Due from Other Funds	-	-	-	-
Prepaid Items	35,841	48,427	-	84,268
Advances on Taxes	333	499	-	832
Total Current Assets	4,783,191	12,604,736	116,630	17,504,557
NONCURRENT ASSETS				
Cash and Investments - Restricted	475,645	999	-	476,644
Interfund Receivable	-	-	33,002,000	33,002,000
Capital Assets, Nondepreciable	7,754,766	1,464,713	-	9,219,479
Capital Assets, Depreciable, Net	9,557,742	46,857,521	-	56,415,263
Total Noncurrent Assets	17,788,153	48,323,233	33,002,000	99,113,386
Total Assets	$ 22,571,344	$ 60,927,969	$ 33,118,630	$ 116,617,943
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION				
CURRENT LIABILITIES				
Accounts Payable	$ 657,505	$ 542,331	$ -	$ 1,199,836
Accrued Payroll	-	94,957	-	94,957
Deposits Payable	77,710	-	-	77,710
Interest Payable	22,322	94,308	116,230	232,860
Interfund Payable, Current	282,000	684,000	-	966,000
Compensated Absences, Current	36,062	30,456	-	66,518
Long-term Debt, Current	-	-	966,000	966,000
Total Current Liabilities	1,075,599	1,446,052	1,082,230	3,603,881
NONCURRENT LIABILITIES				
Interfund Payable	5,494,000	26,542,000	-	32,036,000
Compensated Absences	34,079	28,781	-	62,860
Long-term Debt	65,618	-	32,036,000	32,101,618
Unamortized Bond Premium	-	-	1,321,347	1,321,347
Total Noncurrent Liabilities	5,593,697	26,570,781	33,357,347	65,521,825
DEFERRED INFLOWS OF RESOURCES				
Deferred Gain on Refunding	-	-	21,928	21,928
NET POSITION				
Net Investment in Capital Assets	11,960,246	20,810,142	-	32,770,388
Unrestricted	3,941,802	12,100,994	(1,342,875)	14,699,921
Total Net Position	15,902,048	32,911,136	(1,342,875)	47,470,309
Total Liabilities, Deferred Inflows of Resources, and Net Position	$ 22,571,344	$ 60,927,969	$ 33,118,630	$ 116,617,943

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2026

	Water	Sewer	Financing Authority	Total
OPERATING REVENUES				
Charges for Services	$ 6,118,051	$ 7,104,428	$ -	$ 13,222,479
Connection Fees	281,840	680,440	-	962,280
Other	65,025	31,826	-	96,851
Total Operating Revenues	6,464,916	7,816,694	-	14,281,610
OPERATING EXPENSES				
Depreciation	1,144,612	3,402,345	-	4,546,957
Contract Services	870,934	1,338,577	-	2,209,511
Repairs and Maintenance	2,009,223	813,935	-	2,823,158
Payroll Expenses	867,104	555,614	-	1,422,718
Utilities	755,664	793,010	-	1,548,674
Insurance	194,308	269,287	-	463,595
Professional Fees	464,187	182,563	-	646,750
Miscellaneous	96,371	73,859	-	170,230
Permits and Fees	66,802	64,008	-	130,810
Chemicals	122,569	-	-	122,569
Telephone and Communications	16,125	23,826	-	39,951
Supplies	12,260	14,185	-	26,445
Contract Mailings	55,024	-	-	55,024
Rent	16,500	16,500	-	33,000
Directors' Expenses	12,478	12,478	-	24,956
Bank Fees and Merchant Charges	67,660	-	-	67,660
Memberships	9,764	13,270	-	23,034
Total Operating Expenses	6,781,585	7,573,457	-	14,355,042
OPERATING INCOME (LOSS)	(316,669)	243,237	-	(73,432)
NONCAPITAL SUBSIDIES				
Intergovernmental Revenues	-	-	-	-
Interest Expense	-	-	-	-
Bond Issuance Cost	-	-	-	-
Transfers Out	(179,302)	-	-	(179,302)
Total Noncapital Subsidies	(179,302)	-	-	(179,302)
NONOPERATING REVENUES (EXPENSES)				
Investment Income	223,371	436,506	1,413,437	2,073,314
Interest Expense	(269,364)	(1,144,073)	(1,328,377)	(2,741,814)
Capital Contributions	-	2,458,392	-	2,458,392
Bond Issuance Cost	-	-	-	-
Loss on Disposal of Capital Asset	(11,888)	(12,211)	-	(24,099)
Total Nonoperating Revenues (Expenses)	(57,881)	1,738,614	85,060	1,765,793
CHANGES IN NET POSITION	(553,852)	1,981,851	85,060	1,513,059
Net Position - Beginning of Year	16,455,900	30,929,285	(1,427,935)	45,957,250
NET POSITION - END OF YEAR	$ 15,902,048	$ 32,911,136	$ (1,342,875)	$ 47,470,309

See accompanying Notes to Basic Financial Statements.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2026

	Water	Sewer	Financing Authority	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from Customers	$ 6,420,497	$ 7,600,278	$ -	$ 14,020,775
Payments to Vendors and Suppliers	(5,052,258)	(3,303,148)	-	(8,355,406)
Payments to Employees and Directors	(854,143)	(461,521)	-	(1,315,664)
Net Cash Provided by Operating Activities	514,096	3,835,609	-	4,349,705
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Operating Subsidies Provided - Transfers Out	(179,302)	-	-	(179,302)
Net Cash Provided (Used) by Noncapital Financing Activities	(179,302)	-	-	(179,302)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Principal Payments on Interfund Payable	(265,000)	(655,000)	-	(920,000)
Interest Payments on Interfund Payable	(269,499)	(1,145,200)	-	(1,414,699)
Principal Payments Received on Interfund Receivable	-	-	920,000	920,000
Interest Payments Received on Interfund Receivable	-	-	1,414,699	1,414,699
Principal Payments on Bonds Payable	-	-	(920,000)	(920,000)
Interest Payments on Bonds Payable	-	-	(1,414,699)	(1,414,699)
Loan Proceeds	65,618	-	-	65,618
Proceeds from Sale of Capital Assets	-	6,784	-	6,784
Acquisition of Capital Assets	(4,273,374)	(2,834,252)	-	(7,107,626)
Net Cash Used by Capital and Related Financing Activities	(4,742,255)	(4,627,668)	-	(9,369,923)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest Received	223,371	436,506	-	659,877
Net Cash Provided by Investing Activities	223,371	436,506	-	659,877
NET CHANGE IN CASH AND INVESTMENTS	(4,184,090)	(355,553)	-	(4,539,643)
Cash and Investments - Beginning of Year	8,735,586	12,637,335	-	21,372,921
CASH AND INVESTMENTS - END OF YEAR	$ 4,551,496	$ 12,281,782	$ -	$ 16,833,278
FINANCIAL STATEMENT PRESENTATION				
Cash and Investments	$ 4,075,851	$ 12,280,783	$ -	$ 16,356,634
Cash and Investments - Restricted Assets	475,645	999	-	476,644
Total Cash and Cash Equivalents	$ 4,551,496	$ 12,281,782	$ -	$ 16,833,278
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:				
Operating Income (Loss)	$ (316,669)	$ 243,237	$ -	$ (73,432)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:				
Depreciation	1,144,612	3,402,345	-	4,546,957
Change in Assets and Liabilities:				
Accounts Receivable	(44,419)	(216,416)	-	(260,835)
Due From Other Funds	12,056	57,725	-	69,781
Prepaid Expenses	6,795	1,489	-	8,284
Accounts Payable	137,068	253,136	-	390,204
Accrued Payroll	-	87,125	-	87,125
Deposits	(438,308)	-	-	(438,308)
Compensated Absences	12,961	6,968	-	19,929
Net Cash Provided by Operating Activities	$ 514,096	$ 3,835,609	$ -	$ 4,349,705
NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES				
Contributed Capital Assets	$ -	$ 2,458,392	$ -	$ 2,458,392

See accompanying Notes to Basic Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's significant accounting policies are described below.

A. Description of the Reporting Entity

The Town of Discovery Bay Community Services District, formerly known as Discovery Bay Community Services District, was formed by the residents of Discovery Bay under the authority of the Cortese-Knox Act (Gov. C. Sec. 56000). This special district was formed as a result of a petition of residents to provide services to the residents of Discovery Bay. Effective July 1, 1998, the District assumed the responsibilities, funding, and assets previously held by the dissolved Sanitation District #19. During November 1998, the residents of Discovery Bay voted to activate the latent powers of the District to include recreation; specifically, to acquire, fund, and operate a Community Center.

Effective August 13, 2003, the Local Agency Formation Commission (LAFCO) of Contra Costa County dissolved County Service Area M-8 and annexed the territory to the Town of Discovery Bay Community Services District. The District is responsible for maintaining the lighting, landscaping, and parks within Service Area M-8 of the Town of Discovery Bay.

The Town of Discovery Bay Community Services District formed an assessment district known as Ravenswood Improvement District - Discovery Bay Lighting and Landscaping Zone 9 for the purpose of providing for the operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood. Zone 9 was established by resolution on July 6, 2005.

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any matters covered under the California Government Code relating to a Community Services District. In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the board of supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services. The District also provides water and sewer services to the Town of Discovery Bay.

As required by accounting principles generally accepted in the United States of America and the Governmental Accounting Standards Board, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Description of the Reporting Entity (Continued)

Blended Component Units

The Town of Discovery Bay Community Services District (the District) and the Byron Bethany Irrigation District entered into a Joint Exercise of Powers Agreement dated July 1, 2012, forming the Discovery Bay Public Financing Authority (the Authority). The Authority is authorized to borrow money for the purpose of assisting the District in financing various public capital improvements and facilities. The Authority issued revenue bonds in order to fund such expenditures. The Authority is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Authority. The financial activities of the Authority have been included (termed "blended") in these financial statements in the business-type activities. The Authority does not issue separate financial statements.

B. Basis of Presentation – Government-Wide Financial Statements

The statement of net position and statement of activities display information about the primary government, the District and its blended component unit. These statements include the financial activities of the overall District government.

Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the District and for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation – Government-Wide Financial Statements (Continued)

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. The District presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and enterprise categories. The funds of the District are described below:

Governmental Funds

The General Fund is the primary operating fund of the District and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds are used to account for the proceeds of the specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance particular functions or activities of the District. The District includes the following special revenue funds, all of which are reported as major funds:

Fund	Brief Description
Lighting and Landscaping Zone 8	Accounts for revenues and expenditures related to maintenance of street lighting and landscaping facilities and services; local parks and recreation facilities and services; parkway facilities and services; and open space facilities and services within Zone 8.
Lighting and Landscaping Zone 9	Accounts for revenues and expenditures related to operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation – Government-Wide Financial Statements (Continued)

Proprietary Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise funds, all of which are reported as major funds:

Fund	Brief Description
Water Fund	Accounts for the activities of providing water services to the residents of the District. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Sewer Fund	Accounts for the activities associated with operating and maintaining the District's collection and treatment of wastewater. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Financing Authority Fund	Accounts for facilitating the financing of public capital improvements and facilities for the District’s water and wastewater system.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources.* The basis of accounting indicates the timing of recognition in the financial statements of various kinds of transactions or events.

The government-wide and proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they have been earned and they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service principal and interest expenditures on general long-term debt, including lease liabilities, as well as expenditures related to compensated absences, and claims and judgments, postemployment benefits and asset retirement obligations are recognized based on specific accounting rules applicable to each, generally when payment is due. General capital asset acquisitions, including entering into contracts giving the District the right to use lease assets, are reported as expenditures in governmental funds. Issuance of long-term debt and financing through leases are reported as other financing sources.

Property taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the District.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Investments

For the purpose of financial reporting “cash and cash investments” includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less.

Restricted cash and investments include proceeds and interest earnings from the 2017 enterprise revenue bonds, 2022 enterprise revenue bonds, and the 2022B enterprise revenue refunding bonds which are restricted for capital projects and repayment of bonds.

2. Accounts Receivable

Accounts receivable are stated as unpaid balances, less an allowance for doubtful accounts. The District provides for losses on accounts receivable using the allowance method. The allowance is based on historical experience and management’s evaluation of outstanding accounts receivable.

3. Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased. In the governmental funds, reported prepaid items are classified as nonspendable fund balance.

4. Capital Assets

Capital assets are reported in the applicable governmental or business-type activities columns of the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost. The District’s policy is to capitalize all assets with costs exceeding $5,000 and with useful lives exceeding three years.

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

4. Capital Assets (Continued)

Land and construction in progress are not depreciated. The other tangible property, plant, equipment, and improvements are depreciated/amortized using the straight-line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets.

Buildings and Improvements	7 to 40 Years
Equipment	5 to 25 Years
Structures and Improvements	10 to 50 Years
Treatment and Collection	5 to 40 Years
Office Furniture and Equipment	5 to 25 Years
Vehicles	5 Years

5. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have deferred outflows of resources.

In addition to liabilities, the statement of net position and the governmental funds balance sheet includes a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net assets or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

The District's deferred inflows of resources reported on the statement of net position relate to a deferred amount on refunding reported in the government-wide statement of net position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Under the modified accrual basis of accounting, deferred inflows of resources also include revenues not collected within the availability period after the fiscal year-end. The District has reported deferred inflows of resources related to unavailable revenues for intergovernmental revenues. These amounts are deferred and will be recognized as an inflow of resources in the period that amounts become available. The District had no deferred inflows of resources related to unavailable revenues as of June 30, 2026.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

6. Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are amortized over the life of the bonds using the effective interest method.

7. Compensated Absences

The liability for compensated absences reported in the government-wide and proprietary fund statements consists of leave that has not been used that is attributable to services already rendered, accumulates and is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.

8. Net Position

Equity in the financial statements is classified as net position and displayed in three components as follows:

Net Investment in Capital Assets – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to these assets.

Unrestricted – Amounts not required to be reported in other components of net position. As of June 30, 2026, $3,941,802 of the water fund's unrestricted net position and $12,100,994 of the sewer fund's unrestricted net position are designated for capital reserve.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

9. Fund Balances

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable – Amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

Restricted – Amounts constrained regarding use from restrictions externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or by restrictions imposed by law through constitutional provisions or enabling legislation.

Committed – Amounts whose use is constrained to specific purposes by formal action of the District's highest decision-making authority.

Assigned – Amounts constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the board of directors, District manager, or their designee.

Unassigned – Amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use, it is the District's policy to use committed resources first, then assigned, and then unassigned as they are needed.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

10. Internal and Interfund Balances and Activities

Activity between funds that is representative of lending or borrowing arrangements is reported as either “due to/from other funds” (current portion) or “interfund receivables/payable (noncurrent portion).” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

11. Property Taxes

Property taxes and property assessments were levied January 1, assessed July 1, and were payable in two installments on December 10, and April 10. The County of Contra Costa bills and collects property taxes on behalf of the District.

12. Utility Sales

Utility sales are billed on a monthly basis. Estimated unbilled utility revenue through June 30 has been accrued at year-end for the enterprise funds.

13. Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and deferred inflows of resources, and disclosures of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

14. Recently Implemented Accounting Pronouncements

The District adopted the provisions of GASB Statement No. 103, Financial Reporting Model Improvements, effective July 1, 2025. The implementation of this statement resulted in changes to the presentation and classification of certain financial statement amounts and related disclosures.

Amounts reported in the prior year have been reclassified to conform to the current-year presentation requirements of GASB Statement No. 103. As a result, transfers out previously reported as a separate line item in the Statements of Revenues, Expenses, and Changes in Net Position have been reclassified to Noncapital subsidies. This reclassification was made to conform the prior-year presentation to the current-year classification requirements. The reclassification had no effect on previously reported total cash, total revenues, total expenses, or change in net position.

NOTE 2 CASH AND INVESTMENTS

Cash

Cash and investments as of June 30, 2026 are classified in the accompanying financial statements as follows:

	Governmental Activities	Business-Type Activities	Total
Cash and Investments	$ 1,716,587	$ 16,356,634	$ 18,073,221
Cash and Investments - Restricted	-	476,644	476,644
Total Cash and Investments	$ 1,716,587	$ 16,833,278	$ 18,549,865

At June 30, 2026, the District's total cash and investments at fair value were as follows:

Cash:	
Cash on Hand	$ 200
Deposits with Financial Institutions	6,576,113
Total Cash	6,576,313
Investments:	
California CLASS	11,357,758
Contra Costa County Treasurer	139,150
Investments Held by Bond Trustee - Money Market Mutual Funds	476,644
Total Investments	11,973,552
Total Cash and Investments	$ 18,549,865

Investment Policy

The District maintains a cash and investment pool that is available for use by all funds except for the Lighting and Landscaping fund whose investments were directed by Contra Costa County. Each fund type's portion of this pool is displayed on the statement of net position and balance sheet as "cash and investments." Cash balances from all participating funds are combined and invested to the extent possible, pursuant to an investment policy approved by the board of directors and the California Government Code, Section 53600, Division 2, Chapter 4 – Financial Affairs.

The table below identifies the investment types that are authorized for the District by the California Government Code that addresses interest rate risk, credit risk, and concentrations of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by provisions of the District's debt agreements rather than the general provisions of the California Government Code.

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

Investment Policy (Continued)

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 Years	None	None
U.S. Treasury Bills, Notes, and Bonds	5 Years	None	None
U.S. Government Agency Obligations	5 Years	None	None
California Local Agency Debt	5 Years	None	None
Repurchase Agreements	1 Year	20%	None
State Registered Warrants, Notes or Bonds	5 Years	None	None
Bankers Acceptances	180 Days	40%	30%
High Grade Commercial Paper	270 Days	40%	10%
Negotiable Certificates of Deposit	5 Years	30%	10%
Medium Term Corporate Notes	5 Years	30%	5%
Mutual Funds	N/A	20%	None
Mortgage Pass-Through Securities	5 Years	20%	5%
Collateralized Negotiable Instruments	5 Years	15%	5%
Local Agency Investment Fund (LAIF)	N/A	None	None
Local Government Investment Pools	N/A	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities as necessary to provide the cash flow and liquidity needed for operations. The District's investment policy does not contain any provisions limiting interest rate risk other than what is specified in the California Government Code.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

	Total	12 Months or less
California CLASS	$ 11,357,758	$ 11,357,758
Contra Costa County Treasurer	139,150	139,150
Investments Held by Bond Trustee -		
Money Market Mutual Funds	476,644	476,644
Total Cash and Investments	$ 11,973,552	$ 11,973,552

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in California CLASS was rated AAAf by Fitch, Money Market Mutual Funds held by bond trustee was rated AAA by S&P Global Ratings and investment with the Contra Costa County Treasurer is not rated.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. As of June 30, 2026, the District's bank balances were either insured by the Federal Deposit Insurance Corporation or collateralized as required by state law.

Investment in Contra Costa County Treasurer

The District's investment in the Contra Costa County investment pool is managed by the Contra Costa County Treasurer and is stated at amortized cost, which approximates fair value. Cash held by the Contra Costa County Treasury is pooled with other County deposits for investment purposes by the County Treasurer in accordance with the investment policy of the County Treasurer (see County Treasurer's investment policy at http://www.co.contra-costa.ca.us/). The Pool has established a treasury oversight committee to monitor and review the management of public funds maintained by the Pool. Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed investment income. Investment income is prorated to individual funds based on their average daily cash balances. In accordance with applicable State laws, the Contra Costa County Treasurer may invest in derivative securities. However, at June 30, 2026, the Contra Costa County Treasurer's pooled investment fund contained no derivatives or other investments with similar risk profiles.

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

Investment in Cooperative Liquid Assets Securities System

The District is a voluntary participant in the California Cooperative Liquid Assets Securities System (California CLASS), a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is overseen and governed by a Board of Trustees, which consists of five members who are public agency finance professionals. The fund is audited annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

Fair Value Hierarchy

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The District's investment in the County of Contra Costa Treasury Pool, California CLASS and Money Market Mutual Funds held by bond trustee are not subject to the fair value hierarchy.

NOTE 3 ACCOUNTS RECEIVABLE, NET

The accounts receivable, net balance consists of the following balances as of June 30, 2026:

	General	Lighting and Landscaping Zone 8	Lighting and Landscaping Zone 9	Water	Sewer	Total
Accounts Receivable	$ 174,003	$ 128,547	$ 11,777	$ 718,357	$ 275,435	$ 1,308,119
Allowance for Uncollectible	-	-	-	(47,191)	(408)	(47,599)
Accounts Receivable, Net	$ 174,003	$ 128,547	$ 11,777	$ 671,166	$ 275,027	$ 1,260,520

NOTE 4 INTERFUND TRANSACTIONS

Interfund receivable and payable balances as of June 30, 2026 were as follows:

Fund	Interfund Receivable	Interfund Payable
Major Proprietary Funds:		
Water Fund	$ -	$ 5,776,000
Sewer Fund	-	27,226,000
Financing Authority	33,002,000	-
Total	$ 33,002,000	$ 33,002,000

The interfund receivable and payable represents the amount due from the District to meet the Authority's debt service requirements.

NOTE 4 INTERFUND TRANSACTIONS (CONTINUED)

Transfers between funds during fiscal year ended June 30, 2026 were as follows:

Fund	Transfers In	Transfers Out
General Fund	$ 179,302	$ -
Major Proprietary Funds:		
Water Fund	-	179,302
Total Interfund Transfers	$ 179,302	$ 179,302

NOTE 5 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2026, is as follows:

	Balance June 30, 2025	Additions	Deletions	Transfers	Balance June 30, 2026
Governmental Activities					
Nondepreciable Capital Assets					
Land	$ 415,930	$ -	$ -	$ -	$ 415,930
Total Nondepreciable Capital Assets	415,930	-	-	-	415,930
Depreciable Capital Assets					
Equipment	655,379	-	(50,244)	-	605,135
Buildings and Improvements	5,418,215	223,823	(123,437)	-	5,518,601
Office Furniture and Equipment	25,665	-	(11,457)	-	14,208
Vehicles	80,133	-	-	-	80,133
Total Depreciable Capital Assets	6,179,392	223,823	(185,138)	-	6,218,077
Less: Accumulated Depreciation					
Equipment	(407,592)	(32,082)	47,763	-	(391,911)
Buildings and Improvements	(2,563,510)	(274,403)	91,699	-	(2,746,214)
Office Furniture and Equipment	(25,032)	(204)	10,992	-	(14,244)
Vehicles	(80,133)	-	-	-	(80,133)
Total Accumulated Depreciation	(3,076,267)	(306,689)	150,454	-	(3,232,502)
Net Depreciable Capital Assets	3,103,125	(82,866)	(34,684)	-	2,985,575
Net Capital Assets	$ 3,519,055	$ (82,866)	$ (34,684)	$ -	$ 3,401,505

NOTE 5 CAPITAL ASSETS (CONTINUED)

	Balance June 30, 2025	Additions	Deletions	Transfers	Balance June 30, 2026
Business-Type Activities					
Nondepreciable Capital Assets					
Land	$ 456,896	$ -	$ -	$ -	$ 456,896
Construction in Progress	4,460,238	6,003,133	-	(1,700,788)	8,762,583
Total Nondepreciable Capital Assets	4,917,134	6,003,133	-	(1,700,788)	9,219,479
Depreciable Capital Assets					
Buildings and Improvements	818,921	667,274	-	-	1,486,195
Treatment and Collection	58,454,386	2,717,649	(6,783)	32,343,574	93,508,826
Structures and Improvements	30,642,786	-	-	(30,642,786)	-
Equipment	1,212,696	177,962	(238,355)	-	1,152,303
Office Equipment	185,205	-	(126,717)	-	58,488
Vehicles	1,301,063	-	(27,795)	-	1,273,268
Total Depreciable Capital Assets	92,615,057	3,562,885	(399,650)	1,700,788	97,479,080
Less: Accumulated Depreciation					
Buildings and Improvements	(458,835)	(39,639)	-	-	(498,474)
Treatment and Collection	(29,031,966)	(4,209,875)	-	(5,508,610)	(38,750,451)
Structures and Improvements	(5,508,610)	-	-	5,508,610	-
Equipment	(949,287)	(52,995)	217,800	-	(784,482)
Office Equipment	(161,531)	(7,188)	122,685	-	(46,034)
Vehicles	(775,398)	(237,260)	28,282	-	(984,376)
Total Accumulated Depreciation	(36,885,627)	(4,546,957)	368,767	-	(41,063,817)
Net Depreciable Capital Assets	55,729,430	(984,072)	(30,883)	1,700,788	56,415,263
Net Capital Assets	$ 60,646,564	$ 5,019,061	$ (30,883)	$ -	$ 65,634,742

Depreciation expense was charged to functions and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

Governmental Activities:	
Lighting and Landscaping Zone 8	$ 270,873
Lighting and Landscaping Zone 9	35,816
Total Depreciation Expense - Governmental Activities	$ 306,689
Business-Type Activities:	
Water	$ 1,144,612
Sewer	3,402,345
Total Depreciation Expense - Business-Type Activities	$ 4,546,957

NOTE 6 LONG-TERM DEBT

A summary of the changes in the District's long-term liabilities for the year ended June 30, 2026, is as follows:

	Original Amount	Balance June 30, 2025	Additions	Reductions	Balance June 30, 2026	Due Within One Year
Business-Type Activity:						
Other Borrowings:						
Discovery Bay Public Financing Authority Series 2017 Enterprise Revenue Bonds	$ 8,825,000	$ 7,425,000	$ -	$ (225,000)	$ 7,200,000	$ 240,000
Discovery Bay Public Financing Authority Series 2022 Enterprise Revenue Bonds	16,860,000	16,135,000	-	(275,000)	15,860,000	290,000
Discovery Bay Public Financing Authority Series 2022B Enterprise Revenue Bonds	11,650,000	10,362,000	-	(420,000)	9,942,000	436,000
Unamortized Premiums	2,105,577	1,404,671	-	(83,324)	1,321,347	-
Direct Borrowings:						
State Loan Agreement	3,000,000	-	65,618	-	65,618	-
Totals	$ 42,440,577	$ 35,326,671	$ 65,618	$ (1,003,324)	$ 34,388,965	$ 966,000

2017 Enterprise Revenue Bonds

In April 2017, the Discovery Bay Public Financing Authority issued $8,825,000 in enterprise revenue bonds Series 2017 to finance the costs of certain improvements to the water and wastewater systems. The bonds carry coupon interest rates ranging from 2.00%-5.00% and are scheduled to mature in fiscal year 2048. Interest is payable semi-annually on December 1st and June 1st each year, while principal installments ranging from $30,000 to $1,075,000 are payable each year on December 1st.

Pursuant to an Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

2022 Enterprise Revenue Bonds

In May 2022, the Discovery Bay Public Financing Authority issued $16,860,000 in enterprise revenue bonds Series 2022 to finance the costs of certain improvements to the water and wastewater systems. The bonds carry coupon interest rates ranging from 4.00%-5.00% and are scheduled to mature in fiscal year 2053. Interest is payable semi-annually on December 1st and June 1st each year, while principal installments ranging from $210,000 to $1,010,000 are payable each year on December 1st.

Pursuant to an Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

NOTE 6 LONG-TERM DEBT (CONTINUED)

2022B Enterprise Revenue Refunding Bonds

In September 2022, the Discovery Bay Public Financing Authority issued $11,650,000 in enterprise revenue refunding bonds Series 2022B for the purpose of providing funds to enable the District to refinance the acquisition and construction of the 2012 Wastewater Project and the 2012 Water Project. The bonds carry a coupon interest rate of 3.54% and are scheduled to mature in fiscal year 2043. Interest is payable semi-annually on December 1st and June 1st each year, while principal installments ranging from $494,000 to $763,000 are payable each year on December 1st.

Pursuant to an Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

Annual debt service requirements for business-type debt are shown below:

	Business-Type Activities	
Year Ending June 30,	Principal	Interest
2027	$ 966,000	$ 1,373,798
2028	1,006,000	1,330,973
2029	881,000	1,290,968
2030	921,000	1,253,806
2031	956,000	1,215,549
2032-2036	5,395,000	5,451,291
2037-2041	6,591,000	4,224,336
2042-2046	8,026,000	2,713,778
2047-2051	6,285,000	1,104,850
2052-2056	1,975,000	99,875
Total	$ 33,002,000	$ 20,059,224

State Loan Agreement

In June 2025, the District entered into a loan agreement with the California Energy Commission under the Energy Conservation Assistance Act (ECAA) program to finance energy efficiency improvement projects. The loan provides for borrowings up to $3,000,000 and bears interest at 1.0% per annum. Principal and interest payments are due semiannually through the maturity date specified in the loan agreement. As of June 30, 2026, the District had drawn $65,618 under the agreement. The remaining undrawn balance available under the agreement was $2,934,382.

The loan agreement contains provisions that constitute events of default, including failure to pay principal or interest when due; breach or termination of the loan agreement; failure to timely undertake activities for which the agreement was executed; failure to obtain prior written approval for changes in project scope; and certain insolvency or bankruptcy-related events. Upon the occurrence of an event of default, the California Energy Commission may, to the extent permitted by law, declare all or a portion of the outstanding principal and accrued interest immediately due and payable.

NOTE 7 DEFERRED COMPENSATION PLAN AND DEFINED CONTRIBUTION PLAN

Deferred Compensation Plan

The District has established a deferred compensation plan in accordance with Internal Revenue Code Section 457(b), whereby employees may elect to defer portions of their compensation in a self-directed investment plan for retirement. Plan assets are invested in each individual's name with a deferred compensation plan provider. Distributions are made upon the participant's termination, retirement, death, or total disability, and in a manner in accordance with the election made by the participant. All full-time employees are eligible for plan participation. Employer and employee contributions to the plan for the year ended June 30, 2026 were $52,427.

The District believes it has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The District has formally established a trust in accordance with Internal Revenue Code 457(g) for its deferred compensation plan to provide protection from the claims of the employer's general creditors. Accordingly, deferred compensation assets placed in the trust are not reflected in these financial statements.

Defined Contribution Plan

The District has also established a defined contribution plan in accordance with Internal Revenue Code Section 401(a). The employer will match employee contributions to the 457(b) plan up to a maximum of $5,000 per plan year. Additional employer contributions may be awarded with approval by the board of directors. Plan assets are invested in each individual's name with the defined contribution plan provider.

Distributions are made upon the participant's termination, retirement, death, or total disability, and in a manner in accordance with the election made by the participant. Employer contributions to the plan for the year ended June 30, 2026 were $35,118.

The District believes it has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The District has formally established a trust in accordance with Internal Revenue Code Section 401(f) for its defined contribution plan to provide protection from the claims of the employer's general creditors. Accordingly, defined contribution assets placed in the trust are not reflected in the accompanying financial statements.

NOTE 8 COMPENSATED ABSENCES

	Balance June 30, 2025	Additions		Reductions	Balance June 30, 2026	Due Within One Year
Compensated Absences:						
Governmental Activity	$ 48,345	$ 2,150	*	$ -	$ 50,495	$ 25,961
Business-Type Activity	109,449	19,929	*	-	129,378	66,518
Total	$ 157,794	$ 22,079		$ -	$ 179,873	$ 92,479

* The change in the compensated absence liability is presented as a net change.

NOTE 9 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; risk of loss to employees; and natural disasters. The District is a member of the Special Districts Risk Management Authority (SDRMA), an intergovernmental risk-sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs for the pooling of self-insured losses to purchase excess insurance or reinsurance and to arrange for group-purchased insurance and administrative expenses. At June 30, 2026, the District participated in the property, general and auto liability, and workers' compensation programs of the SDRMA.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal years 2026, 2025, and 2024. Liabilities of the District are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. The District considers claims insured and reported, as well as claims incurred but not reported, to be immaterial and has not accrued an estimate of such claims payable.

The District is covered by the following types of insurance through the SDRMA as of June 30, 2026:

Coverage	Limits of Liability
General Liability	$ 10,000,000
Public Officials and Employees Errors	10,000,000
Elected Officials Personal Liability	500,000
Employment Practices Liability	10,000,000
Employee Benefits Liability	10,000,000
Employee and Public Officials Dishonesty Coverage	1,000,000
Auto Liability	10,000,000
Uninsured/Underinsured Motorists	1,000,000
Property Coverage (insured value $32,688,937)	1,250,000,000
Boiler and Machinery	200,000,000
Property Coverage (insured value $587,445)	1,250,000,000
Statutory Workers' Compensation	Statutory

NOTE 10 CONTINGENCIES AND COMMITMENTS

The District is involved in litigation arising in the ordinary course of operations that, in the opinion of management, will not have a material effect on the financial condition of the District. In addition, the District has entered into construction and service contracts with various companies. Many of the contracts are considered fixed-fee arrangements. However, work under these contracts could be discontinued at the direction of the District. Therefore, it is the opinion of management that a fixed commitment does not exist.

REQUIRED SUPPLEMENTARY INFORMATION

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2026

	Budget		Variance with Original Budget Over (Under)	Actual	Variance with Final Budget Over (Under)
	Original	Final	Final Budget	Amounts	Actual
REVENUES					
Intergovernmental Revenues	$ 272,500	$ 272,500	$ -	$ 645,140	$ 372,640
Interest Income	6,000	6,000	-	2,908	(3,092)
Other	-	-	-	2,571	2,571
Total Revenues	278,500	278,500	-	650,619	372,119
EXPENDITURES					
Current:					
General Government:					
Payroll	200,000	200,000	-	116,796	(83,204)
Other	72,500	72,500	-	642,227	569,727
Capital Outlay	495,000	495,000	-	-	(495,000)
Total Expenditures	767,500	767,500	-	759,023	(8,477)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(489,000)	(489,000)	-	(108,404)	(380,596)
OTHER FINANCING SOURCES					
Transfers In	-	-	-	179,302	179,302
NET CHANGE IN FUND BALANCES	(489,000)	(489,000)	-	70,898	(201,294)
Fund Balances - Beginning of Year	173,369	173,369	-	173,369	-
FUND BALANCES - END OF YEAR	$ (315,631)	$ (315,631)	$ -	$ 244,267	$ (201,294)

See accompanying Notes to Required Supplementary Information.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
BUDGETARY COMPARISON SCHEDULE
LIGHTING AND LANDSCAPING ZONE 8 SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2026

	Budget		Variance with Original Budget Over (Under)	Actual	Variance with Final Budget Over (Under)
	Original	Final	Final Budget	Amounts	Actual
REVENUES					
Property Taxes	$ 906,400	$ 906,400	$ -	$ 910,682	$ 4,282
Intergovernmental Revenues	72,000	72,000	-	101,760	29,760
Charges for Services	115,500	115,500	-	162,330	46,830
Developer Fees	-	-	-	142,635	142,635
Interest Income	51,000	51,000	-	43,750	(7,250)
Other	15,000	15,000	-	179,620	164,620
Total Revenues	1,159,900	1,159,900	-	1,540,777	380,877
EXPENDITURES					
Current:					
General Government:					
Payroll	673,800	673,800	-	626,801	(46,999)
Repairs and Maintenance	161,500	161,500	-	193,612	32,112
Utilities	207,000	207,000	-	192,286	(14,714)
Other	110,800	110,800	-	61,272	(49,528)
Insurance	23,000	23,000	-	15,680	(7,320)
Professional Fees	10,500	10,500	-	13,603	3,103
Capital Outlay	495,000	495,000	-	270,428	(224,572)
Total Expenditures	1,681,600	1,681,600	-	1,373,682	(307,918)
NET CHANGE IN FUND BALANCES	(521,700)	(521,700)	-	167,095	688,795
Fund Balances - Beginning	1,232,788	1,232,788	-	1,232,788	-
FUND BALANCES - END OF YEAR	$ 711,088	$ 711,088	$ -	$ 1,399,883	$ 688,795

See accompanying Notes to Required Supplementary Information.

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
BUDGETARY COMPARISON SCHEDULE
LIGHTING AND LANDSCAPING ZONE 9 SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2026

	Budget		Variance with Original Budget Over (Under)	Actual	Variance with Final Budget Over (Under)
	Original	Final	Final Budget	Amounts	Actual
REVENUES					
Assessment Income	$ 173,100	$ 173,100	$ -	$ 173,171	$ 71
Intergovernmental Revenues	18,000	18,000	-	25,440	7,440
Interest Income	11,000	11,000	-	7,988	(3,012)
Total Revenues	202,100	202,100	-	206,599	4,499
EXPENDITURES					
Current:					
General Government:					-
Payroll	56,500	56,500	-	79,496	22,996
Repairs and Maintenance	58,200	58,200	-	58,675	475
Utilities	24,200	24,200	-	29,028	4,828
Other	17,600	17,600	-	16,280	(1,320)
Insurance	13,500	13,500	-	3,920	(9,580)
Professional Fees	5,700	5,700	-	7,694	1,994
Total Expenditures	175,700	175,700	-	195,093	19,393
NET CHANGE IN FUND BALANCES	26,400	26,400	-	11,506	(14,894)
Fund Balances - Beginning of Year	201,772	201,772	-	201,772	-
FUND BALANCES - END OF YEAR	$ 228,172	$ 228,172	$ -	$ 213,278	$ (14,894)

See accompanying Notes to Required Supplementary Information.

The manager of the District prepares an expenditure budget annually which is approved by the board of directors setting forth the contemplated fiscal requirements. The District's budgets are maintained on the modified accrual basis of accounting. The results of operations are presented in the budgetary comparison schedules to actual schedule in accordance with the budgetary basis.

Reported budget amounts reflect the annual budget as originally adopted. There were no amendments to the budget during the year ended June 30, 2026. The budget amounts are based on estimates of the District's expenditures and the proposed means of financing them. Actual expenditures for capital outlay, debt service and contingencies may vary significantly from budget due to timing of such expenditures.

During the year ended June 30, 2026, significant variances between actual and budget amounts are as follows:

General Fund

Revenues

Differences - Final Budget to Actual

Intergovernmental Revenues - Actual amounts of intergovernmental revenues exceeded budgeted amounts as a result of projects approved by County.	$	372,640

Expenditures

Differences - Final Budget to Actual

Other - Actual amounts of other exceeded budgeted amounts as a result of more projects approved by County.		569,727
Capital Outlay - Actual amount of capital outlay was below budgeted amounts due to some projects carried over to next fiscal year.		(495,000)

Other Financing Sources (Uses)

Transfers In - Actual amount of transfers in exceeded budgeted amounts due to one time transfer to water fund		179,302

Lighting and Landscape Zone 8 Special Revenue Fund

Revenues

Differences - Final Budget to Actual

Developer Fees - Actual amounts of developer fees exceeded budgeted amounts as a result of developer fees received for future park enhancement and community center projects.	$	142,635
Other - Actual amounts of other revenues exceeded budgeted amounts as a result of receipt fo cotnributions for pickleball court and community center.		164,620

Expenditures

Differences - Original Budget to Final Budget

Capital Outlay - Actual amount of capital outlay was below budgeted amounts due to several projects were placed on hold to address the future funding source.		(224,572)

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Board of Directors
Town of Discovery Bay Community Services District
Discovery Bay, California

We have audited the financial statements of the governmental activities, the business-type activities and each major fund of Town of Discovery Bay Community Services District ("District") as of and for the year ended June 30, 2026, and have issued our report thereon dated November 10, 2026. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our engagement letter dated April 28, 2026. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

As described in Note 1.D.14, the District changed accounting policies by adopting Statement of Governmental Accounting Standards Board (GASB Statement) No. 103, *Financial Reporting Model Improvements* in 2026. Accordingly, the adoption of this statements resulted in changes in the financial statement presentation, note disclosures, and required supplementary information.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

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Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in a management representation letter dated November 10, 2026.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

* * *

This communication is intended solely for the information and use of the Board of Directors and management of Town of Discovery Bay Community Services District and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Irvine, California
November 10, 2026

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Town of Discovery Bay Community Services District
Discovery Bay, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of Town of Discovery Bay Community Services District (the District), as of and for the year ended June 30, 2026, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 10, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

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We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2026-001 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

District's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the finding identified in our audit and described in the accompanying schedule of findings and responses. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Irvine, California
November 10, 2026

Item G.1

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2026

2026-001 – Journal Entries

Type of Finding: Significant Deficiency in Internal Control over Financial Reporting

Condition: The journal entries created by the finance manager are posted without any other review.

Criteria or specific requirement: One of the basic elements of internal control over financial reporting involves the segregation of duties in such a manner that the work of one employee is checked by others.

Effect: This could result in unauthorized journal entries being made to the general ledger

Reason: The District's limited finance staff sometimes makes it difficult to have each journal entry prepared by finance manager and reviewed by someone else.

Repeat Finding: This finding is a repeat finding of the immediately prior year. Prior year finding number was 2025-002.

Recommendation: While it may not always be feasible to segregate duties, it is recommended to establish additional checks and balances to mitigate internal control deficiencies. To enhance the control environment, we recommend that all journal entries undergo review and approval by an individual other than the one who prepared them, prior to posting in the general ledger.

Views of responsible officials and planned corrective actions: Management is taking steps to engage other accounting staff to increase their role in creating journal entries so that they may be reviewed by the Finance Manager and will utilize the new accounting software to assist in the process once the transition is complete. For those entries prepared by the Finance Manager, there will be a second review performed by the General Manager or by other staff. The latter will allow for the staff to become familiar with the entry and prepare in future years.

TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance

PLATINUM LEVEL

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

November 10, 2026

CliftonLarsonAllen LLP
2375 Michelle Drive, Suite 300
Irvine, CA 92606

This representation letter is provided in connection with your audit of the financial statements of Town of Discovery Bay Community Services District, which comprise the respective financial position of the governmental activities, the business-type activities, and each major fund as of June 30, 2026, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to misstatements that are material. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm, to the best of our knowledge and belief, as of REPORT DATE, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement agreement dated April 28, 2026, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. Methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures, including those measured at fair value, are

appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.

5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.
6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
8. We have not identified or been notified of any uncorrected financial statement misstatements.
9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
10. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date, and the carrying amounts of those receivables and related allowances are determined in accordance with U.S. GAAP.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
12. We have properly identified the various types of leave and have recorded a liability for compensated absences in accordance with the requirements of GASB Statement No. 101, *Compensated Absences.*
13. We are not aware of any concentrations or constraints that would require disclosure in accordance with GASB Statement No. 102, *Certain Risk Disclosures.*
14. We are not aware of any capital assets that are being held for sale that would require disclosure in accordance with GASB Statement No. 104, *Disclosure of Certain Capital Assets.*

Information Provided

1. We have provided you with:
    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records (including information obtained from within and outside of the general and subsidiary ledgers), documentation, and other matters.
    b. Additional information that you have requested from us for the purpose of the audit.
    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
    d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
    e. Access to all audit or relevant monitoring reports, if any, received from funding sources.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
    a. Management;
    b. Employees who have significant roles in internal control; or
    c. Others when the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or waste or abuse whose effects should be considered when preparing financial statements.
7. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
9. There are no known related-party relationships or transactions which need to be accounted for or disclosed in accordance with U.S. GAAP.
10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
11. We have taken timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse that you have reported to us.
12. We have a process to track the status of audit findings and recommendations.
13. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
14. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
15. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Town of Discovery Bay Community Services District, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
16. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the

financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

17. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.
18. We have complied with all restrictions on resources and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance.
19. We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources $1,000,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
20. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
21. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
22. The financial statements properly classify all funds and activities.
23. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
24. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
25. Investments are properly valued.
26. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
27. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
28. Operating and nonoperating revenues and expenses and noncapital subsidies are appropriately classified in the proprietary fund statement of revenues, expenses and changes in fund net position in accordance with the requirements of GASB Statement No. 103, *Financial Reporting Model Improvements*.
29. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
30. Deposits and investment securities are properly classified as to risk and are properly valued and disclosed.
31. Capital assets, including infrastructure, are properly capitalized, reported, and, if applicable, depreciated.
32. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for

which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

33. We have appropriately disclosed the entity's accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
34. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement have not changed from those used in the prior period. The presentation of the RSI has changed from the prior year to comply with the requirements of GASB Statement No. 103, Financial Reporting Model Improvements. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
35. In regards to the financial statement preparation services performed by you, we have:
    a. Made all management judgments and decisions and assumed all management responsibilities.
    b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.
    c. Evaluated the adequacy and results of the services performed.
    d. Accepted responsibility for the results of the services.
    e. Ensured that the entity's data and records are complete and received sufficient information to oversee the services.

Signature: _____
Title: General Manager

Signature: Margaret Moggia
Title: Finance Director

Item G.2

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Award the Contract for the Town of Discovery Bay's Parks, Landscape, and Recreation Master Plan.

Meeting Date: November 18, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Approve the award of the contract to BluePoint Planning for the Town of Discovery Bay's Parks, Landscape, and Recreation Master Plan in an amount of $204,809 and authorize the General Manager to execute all necessary agreements and;
- Authorize the General Manager a 5% contingency in the amount of $10,240.45, for a total project authorization not to exceed $215,049.45.

EXECUTIVE SUMMARY:

The Town of Discovery Bay currently provides and maintains a variety of parks, landscaped areas, recreation facilities, and community programming that contribute significantly to the quality of life of its residents. However, the Town does not currently have a comprehensive, long-range Parks, Landscape, and Recreation Master Plan to guide the future development, maintenance, investment, and financial sustainability of these services.

As such, the Town lacks a comprehensive framework to evaluate the overall condition of its facilities, identify service deficiencies, establish community priorities, forecast future needs, and strategically plan for the resources necessary to maintain and improve its system. Additionally, the Town operates without a dedicated funding source for parks and recreation services, making it particularly important to establish a coordinated, financially sustainable approach to future improvements and investments.

Staff is recommending the award of a contract to BluePoint Planning, a specialized consulting firm with extensive experience developing parks and recreation master plans for public agencies throughout California and the country. The proposed project will provide the Town with substantially more than a traditional planning document. It will deliver a comprehensive assessment of the existing system, professional conceptual designs, community engagement, operational and organizational analysis, capital improvement planning, project cost estimates, funding strategies, grant identification, and a prioritized implementation roadmap.

Importantly, this Master Plan is also a necessary first step toward positioning the Town to compete for future grant funding and evaluate potential long-term funding measures. Many funding opportunities require agencies to demonstrate documented community needs, project readiness, established priorities, preliminary project designs,

and reasonable cost estimates. This project will provide the Town with much of that foundational work, allowing the District to move beyond identifying individual project needs and toward presenting well-developed, prioritized, and financially supported projects to potential funding partners.

The proposed engagement brings together a multidisciplinary consulting team with specialized experience that the Town does not currently maintain in-house. This partnership provides the Town access to professional disciplines that would otherwise require multiple separate consulting engagements, including:

- Parks, landscape, and recreation system planning.
- GIS-based asset inventory and facility condition assessments.
- Landscape architecture and conceptual design.
- Community engagement and stakeholder facilitation.
- Recreation programming and service-level analysis.
- Organizational, staffing, and operational assessments.
- Capital improvement planning and preliminary cost estimating.
- Revenue analysis and long-term financial sustainability.
- Grant research, funding strategies, and implementation planning.

SCOPE OF SERVICES AND PROJECT DELIVERABLES

1. Existing Conditions and Asset Inventory

The consulting team will conduct an inventory and assessment of the Town's existing parks, facilities, landscaped areas, and recreation amenities. This will include field visits, staff coordination, mapping, and an evaluation of the physical condition and functionality of existing assets. The assessment will examine facility conditions, ownership and maintenance responsibilities, accessibility, circulation, parking, safety, existing amenities, and opportunities for improvement. The resulting inventory will be developed in a database format compatible with the Town's GIS system, providing staff with a valuable resource for future asset management and capital planning.

2. Recreation Programming and Operational Assessment

The consultant will evaluate existing recreation programs, participation, financial performance, staffing, and service delivery, to the extent information is available. The analysis will also consider programming offered by HOAs, nonprofit organizations, other agencies, and community partners to identify gaps, opportunities for collaboration, and potential new services. Additionally, the consultant will evaluate the organizational structure, staffing levels, and operational practices of the Parks and Recreation and Landscape functions, including benchmarking against comparable agencies.

3. Community Engagement and Public Outreach

The Master Plan will incorporate a comprehensive public engagement process to ensure future recommendations reflect the priorities and expectations of the community. The proposed engagement program includes:

- A community-wide online survey.
- Approximately four stakeholder interviews.
- Two stakeholder focus groups.
- Up to two community pop-up engagement events.
- Community visioning and planning workshops.

- Public presentations and opportunities for input.
- Presentations to the Parks and Recreation Committee and Board of Directors.
- Public review and comment on the draft Master Plan.

4. Needs Assessment and Service Gap Analysis

Using the existing conditions assessment, community feedback, demographic information, and industry benchmarking, the consultant will conduct a comprehensive needs assessment.

The assessment will establish a documented foundation for future recommendations and help ensure that improvements are supported by identifiable community needs rather than isolated project requests.

5. Master Plan Development and Recommendations

The consultant will develop a comprehensive Master Plan establishing the Town's vision, goals, policies, and recommendations for its parks, landscape, and recreation system. Recommendations will address improvements to existing facilities, potential new amenities, recreation programming, accessibility, sustainability, operational efficiencies, and long-term service delivery. The final document will be professionally designed, include maps, graphics, and supporting materials, and be provided in accessible PDF and editable formats for future use by Town staff.

6. Capital Improvement Program, Cost Estimates, and Conceptual Designs

One of the most valuable components of this engagement will be the development of a prioritized Capital Improvement Program (CIP) for the Town's parks, facilities, and recreation system. The consultant will identify potential projects, establish planning-level cost estimates, and develop a project prioritization matrix to help the Town determine which improvements should be pursued first and how they should be phased over time.

Through the participation of Melton Design Group, the project will also include conceptual plans and illustrative renderings to help the Board and community visualize potential improvements. This will provide the Town with more than a list of recommended projects. It will provide preliminary project concepts, estimated costs, and an organized framework for incorporating future improvements into the District's capital planning and budgeting processes.

7. Funding Strategy and Grant Opportunities

The consultant will evaluate funding opportunities that the Town may not currently be utilizing or fully maximizing. This analysis will consider potential capital and operational funding sources, including:

- State and federal grant programs.
- Regional and local funding opportunities.
- Public-private partnerships.
- Community partnerships and sponsorships.
- Other potential revenue and funding mechanisms.

8. Implementation Roadmap and Prioritization

The final component will translate the Master Plan's recommendations into an actionable implementation strategy. The consultant will develop a phased implementation roadmap and action matrix identifying recommended

projects, priorities, anticipated costs, potential funding sources, and the staff or outside partners necessary to advance each initiative.

Rather than approaching future grant opportunities with an individual project concept, the Town will have a professionally prepared planning document supported by community engagement, technical assessments, conceptual designs, preliminary cost estimates, and an established implementation strategy. These materials will provide a stronger foundation when applying for competitive funding opportunities and the grant matrix will help staff identify opportunities earlier.

The Plan will also provide the necessary groundwork for evaluating potential future community funding measures, including potential assessment, benefit assessment, or other revenue-generating approaches, should the Board elect to pursue them. Any such measure would require separate financial, legal, and community consideration.

PROJECT SCHEDULE

BluePoint Planning anticipates an approximately 12-month planning process, beginning with project initiation and existing conditions assessments, followed by community engagement, needs assessments, development of recommendations, and preparation of the final Master Plan. The process will include regular coordination meetings with Town staff, three community engagement windows, presentations to the Parks and Recreation Committee and Board of Directors, and opportunities for public review before finalization.

FISCAL IMPACT:

Option A – Hoffman Community Center Fund (Recommended)

- Fund the project through the Hoffman Community Center Fund in an amount not to exceed $215,049.45, inclusive of the requested contingency.

Option B – Alternative Funding Source

- $100K from Hoffman fund with the remaining $115,049.45 coming from Zone 8 and Zone 9 Capital Reserve funds.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

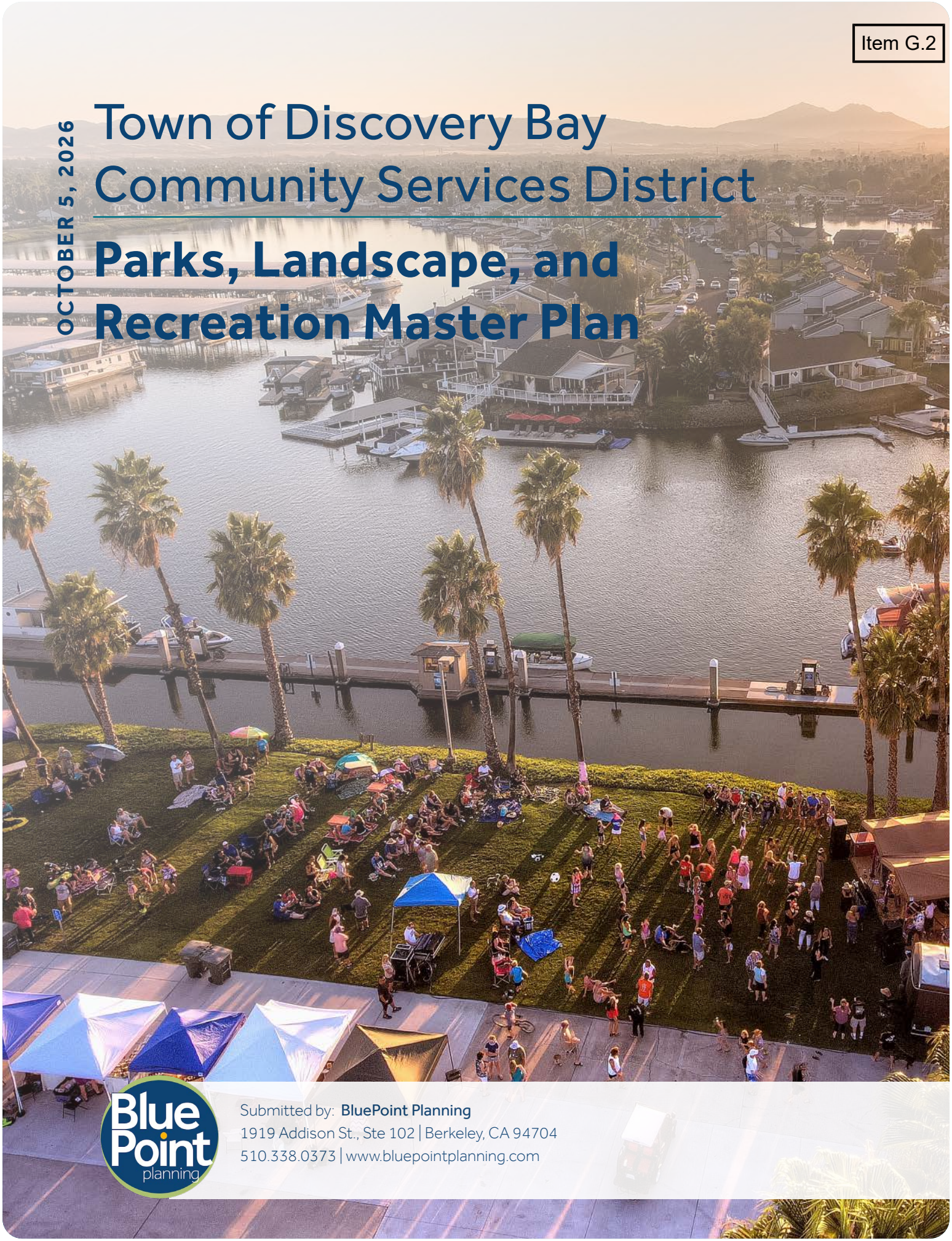
1. BluePoint Planning Proposal

Item G.2

OCTOBER 5, 2026

Town of Discovery Bay Community Services District

Parks, Landscape, and Recreation Master Plan



Submitted by: **BluePoint Planning**
1919 Addison St., Ste 102 | Berkeley, CA 94704
510.338.0373 | www.bluepointplanning.com

BluePoint Planning
1919 Addison St., Ste 102
Berkeley, CA 94703
510.338.0373
www.bluepointplanning.com

Stephen Griswold, Assistant General Manager
Town of Discovery Bay Community Services District
via email sgriswold@todb.ca.gov
Re: Parks, Landscape, and Recreation Master Plan

October 5, 2026

Dear Mr. Griswold,

I am pleased to present BluePoint Planning Team's proposal for the Town of Discovery Bay Community Service District's Parks, Landscape, and Recreation Master Plan.

For this effort, we offer a streamlined and dynamic team of experienced professionals. **Mindy Flynn, Principal-in-Charge has over 30 years of experience in parks and recreation planning,** including complex, multidisciplinary projects, with a focus the last 15 years on energy, climate mitigation, and resilience and adaptation. Mindy was the lead on all projects presented here and was an active principal in the development and delivery of each one. **Hayley Reda is a stellar project manager,** coordinating large and complex projects, and offering her experience in leading the **City of Shasta Lake's Parks, Recreation, and Trails Master Plan, County of San Luis Obispo's Parks and Recreation Master Plan,** as well as several climate and resilience projects. We are supported by Project Associate Allisia Sandoval as well as the rest of the BluePoint team. We are joined by **Melton Design Group, a premier landscape architecture firm,** that will led the conceptual plans and illustrative renderings, as well as provide their expertise throughout the planning process.

Together, this Team will provide the Town with an effective, action-oriented, and implementation-focused Plan that is centered in equitable and inclusive engagement. What sets us apart from our competitors is our holistic approach to planning that considers not just the physical requirements for parks but how recreation programming and policies work together to activate parks and facilities. We consider how maintenance and operations support parks and programming to enable better and more fiscally sustainable services. We specialize in system planning and understand that strong master plans can be a tool for staff to use for years to come, helping to shape communities and achieve better parks and recreation systems.

In summary, the BluePoint Team offers the following strengths:

- **Extensive experience in parks, recreation, and facilities master planning for districts, cities, and counties,** including work with agencies developing their first comprehensive master plan;
- **Unparalleled capabilities in facilitating community groups, Boards and Commissions, and staff,** resulting in accessible and action-oriented plans;
- Proven track record in **landscape architecture and conceptual plans,** helping communities visualize the spaces in their community in a new way;
- Value added services and insights related to **operational analysis, revenue projections, funding assessment** and **implementation planning** to ensure our plans are feasible and actionable; and
- **Effective and efficient project management**, meeting deadlines and budgets, while maintaining positive, good working relationships with clients.

We look forward to discussing our approach and ideas with you. If you have any questions about the materials, please do not hesitate to contact Mindy at 510-847-3665 or via email at mindy@bluepointplanning.com.

Sincerely,

Mindy Flynn, Principal/Owner

Item G.2

2. Statement of Project Understanding



Blue Point planning



Relevant Experience

- County of San Luis Obispo County Parks and Recreation Master Plan
- St. Helena Parks, Recreation, and Trails Plan
- City of Shasta Lake Parks, Recreation, and Trails Plan
- Treasure Island (San Francisco) Growing an Equitable Park System Study
- Mid Peninsula Parks and Open Space District Strategic Plan for Adaptation and Resilience to Climate Change
- City of Capitola Esplanade Park Enhancement & Adaptation Project (sub to Integral)
- Soledad Parks and Recreation Master Plan
- Lake County Park Recreation and Trails Master
- The Bay Foundation Strategic Plan
- Sonoma County Parks Climate Action and Resilience Plan
- Missoula, Montana Parks, Recreation, Open Space and Trails Plan
- Rio Linda Elverta Parks and Recreation District Parks and Recreation Master Plan
- County of Mendocino Parks and Recreation Needs Assessment and Recommendations

About BluePoint Planning

BluePoint is a mission-driven consulting firm dedicated to doing impactful work with local, regional, and state governments and organizations. BluePoint provides tailored consulting services for parks and recreation, energy, strategic planning, climate change mitigation, adaptation, and resilience planning. BluePoint is dedicated to advocating innovative solutions, embedding equity, providing holistic thinking, and partnering to achieve effective action. BluePoint has over 30 years of experience leading complex and inclusive, multi-stakeholder processes, providing comprehensive planning services supported by facilitative leadership, strategic communications, and strong client relationships.

Our people-centered approach, alongside our effective facilitation skills and content-specific knowledge, runs through all of our projects and helps us build trust with community members, staff and stakeholders to inspire action. Our well-designed processes help to translate technical data into accessible information for community and stakeholders, ensuring that engagement results in valuable outcomes.

Parks, Recreation, and Trails Planning

Parks, open spaces, trails, and public lands provide fundamental benefits and opportunities to address and mitigate climate change while offering co-benefits of equity, health, wellness, and community recreation. BluePoint works with clients to identify needs and explore how to leverage their lands and facilities to best support the community while finding multi-benefit, fundable solutions.

One of the most important services we offer is integrated operations, maintenance, and revenue analysis of facilities, operations, and programs. This lens ensures that big visions are grounded in reality. Our master plans, strategic plans, and implementation plans support vibrant and equitable parks and recreation services.

Facilitation, Engagement, & Outreach

BluePoint is an expert in stakeholder process design, facilitation, and equitable community engagement and outreach programs. This includes developing and executing community engagement processes, designing outreach materials, websites, maps and deploying social media and digital tools.

Implementing Strategies & Action Plans

Big visions and broad goals are only as useful as the ability to implement. BluePoint works with clients and stakeholders to ensure that there is a clear path to implementation, helping to understand funding and operational considerations, developing tools to enable action, and outlining steps to move plans forward. This includes work plans, operations plans, revenue and funding analysis and prioritization and phasing programs.

About Melton Design Group

Melton Design Group, Inc. (MDG) is a Chico-based firm formed by Greg Melton in 2010 and is now the premier design firm in California. The Design Group staff has worked closely with communities throughout California over the past 36 years and continues the tradition of providing clients with the highest quality of licensed landscape architectural services. We currently have a design and office staff of 19 dedicated individuals ready to apply their skills to your project. We bring many years of experience working as a team and will gain a clear understanding of your needs and turn your project into an attractive, functional, low- maintenance space that serves your community.

We are qualified for your project because the MDG Team has worked together successfully on hundreds of projects; we complement each other and bring many years of experience working as a team. We gain a clear understanding of your needs and how to turn your project into an attractive, functional, low-maintenance space that serves your community. The MDG Team will complete and finalize your project on time and within budget. We create precise plans, specifications and bid documents to successfully award to a contractor and we administer the construction of your project, providing full project management services.

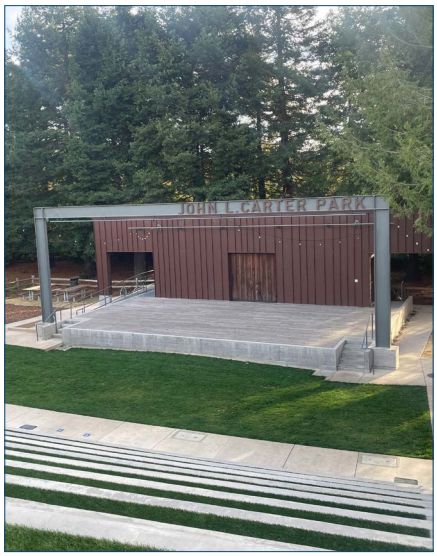
WE EXCEL AT...

- Visioning & Communication
- Unique, Locally Focused Design
- Project Research
- Community Outreach
- Stakeholder Understanding
- Operation & Maintenance
- Full Designs & Plan Check Review
- Sustainable Design Techniques
- Design Guidelines & Standards
- Construction Plans & Details

FEATURED AWARDS

MDG has been recognized by public and professional agencies for a wide range of projects and community outreach.

- 2025 California Parks and Recreation Society (CPRS) - Design Excellence Park Planning
- 2021 California Parks and Recreation Society (CPRS) - Design Excellence Park Planning
- 2018 American Society of Civil Engineers Sacramento Chapter - Outstanding Urban or Land Development Plan of the Year
- 2014 American Society of Landscape Architects - Sierra Chapter Honor and Merit Awards Parks/Open Space and Rehabilitation/Mitigation
- 2009 California Redevelopment Association - Award of Excellence in Public Spaces
- 2007, 2008 and 2009 American Society of Irrigation Consultants
- National Excellence in Irrigation Honor Award
- 2007 Chico Economic Planning Corporation - Community Vitality Award
- 2005 California Parks & Recreation Society - Award for Facility Design and Park Planning



New Half Moon Bay Amphitheater as a result of the BluePoint Master Plan

Project Understanding

Once a summer and weekend getaway, the Town of Discovery Bay is now home to over 15,000 residents who live on the banks of the San Francisco Bay-Delta. As an unincorporated community located in eastern Contra Costa County, the Town of Discovery Bay is served by a Community Services District that provides and manages water, sewer, landscaping and recreation services for residents. Residents value outdoor access, especially the unparalleled access to the Delta waterways, linking all the way to the San Francisco Bay.

The Town currently maintains a Community Center and three parks, in addition to landscaped areas. The Community Center includes pickleball and tennis courts, a swimming pool, an art room, multipurpose space, a community garden space, dog park, and a picnic area. Parks throughout the community also offer playgrounds, water amenities, basketball courts, lawn games, soccer fields, and more. The District also provides recreation programming, such dance and art classes, fitness and driver's ed programs, to name a few.

Due to the unique role as a Community Service District, not all parks are owned by the Town and the District does not have a dedicated funding source for recreation services. This creates a need for an identified approach to developing, funding, and maintaining parks in the community, while being flexible enough to adapt to community needs. A Master Plan can help prioritize improvements and additions to the system, identify funding sources, and create an implementation plan to achieve the vision of the community.

Relevant Experience

Led by Principal, Mindy Flynn, BluePoint has worked with organizations across California and throughout the country to develop actionable, feasible park, recreation, and facilities master plans. This extensive knowledge and experience working to develop long-term, systemwide master plans that staff can use as a tool for the years to come, directly supports our ability to assist the Town of Discovery Bay in developing a Parks, Landscape, and Recreation Master Plan.

Approach to Parks and Recreation Planning

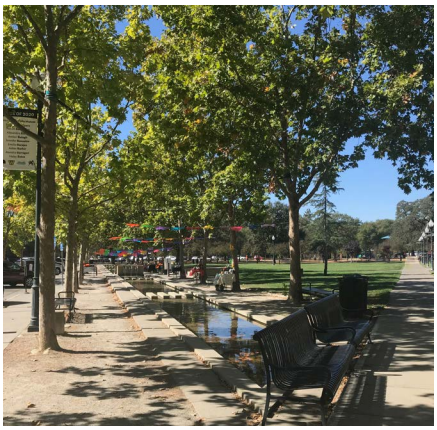
Recreation as a Driver

The BluePoint Team understands that parks and trails are not just a collection of physical assets – rather, they provide settings for many types of activities residents and visitors pursue for recreation, health, wellness, exercise, and many other reasons. We approach parks and recreation planning processes with this as a guide. The variety of parks and facilities in this study will require our Team to understand the range of recreation activities and settings not only within the Town's parks and facilities, but also on lands managed by other agencies.









We will also address questions that help the District define the vision for its system and services. How does the District's land and facility inventory and unique resources support recreation? What is the balance of investments that will meet the recreation needs of the variety of ages and abilities in the community? What is the right balance between serving residents and supporting tourism? What are the latest trends in recreation in Contra Costa County, in California, and nationally? How can the District leverage each park's unique character and amenities to serve the residents and visitors? What other community activities could occur at parks? What type of enhancements can better serve the community? How can we ensure access from an ADA perspective as well as from a transportation perspective?

Our process and work plan are designed to address these questions through public engagement and our Team's analyses.

Placemaking

Our Team members do not see parks as merely a collection of sports fields and play equipment. The District's parks and recreation system helps to define the Town as a special place and expresses the unique spirit of the community. In the master planning process, our Team will focus on identifying and highlighting community identity. This will translate into recommendations, guidelines, and capital improvements that:

- Protect important landscapes;
- Integrate arts, culture, and history;
- Activate parks and public places;
- Respect and celebrate the cultural diversity of the community; and
- Build community resiliency through environmentally healthy design, improved connectivity, and protection from extreme heat.

System Sustainability

Sustainability applies not only to the larger environment, but also to the ongoing health of the parks and recreation system. We keep fiscal and operational impacts in mind throughout the process. This business mindset will result in a viable plan that will:

- Identify areas where needs are currently well met and describe actions required to maintain the existing level of service in the long term;
- Identify areas where renovation or replacement of existing facilities can improve the level of service of under-functioning facilities over a reasonable and financially justifiable time period;
- Evaluate operating and maintenance costs and the potential for revenue generation to offset costs;
- Determine how programming and operations can be enhanced to help serve community needs and meet Plan goals;
- Identify and prioritize capital improvements needed to enhance the system to desired levels of service where gaps exist;



- Maximize partnerships and collaboration; and
- Ensure that parks and facilities are operated and maintained effectively to optimize use, longevity, and economic sustainability.

Process Design

BluePoint Planning brings our process design expertise to every project when creating a work plan. We know that limited capacity, resources, and time are constant pressures that are especially intense on complex planning and engagement efforts like this. Our work plan is designed to make effective use of District staff time and efficient use of the expertise of our Team members.

To do this, we build regular person-to-person communication into our work plans to provide a forum for addressing issues, concerns, and opportunities immediately. The Work Plan in Section 3 includes biweekly coordination meetings, with regular email and phone coordination between project management teams between these meetings. We also build in regular communication with our subconsultants. This allows us to make mutually agreeable adjustments to the process as we move along, whether to accommodate unforeseen opportunities or to adjust the timing to better respond to stakeholders.

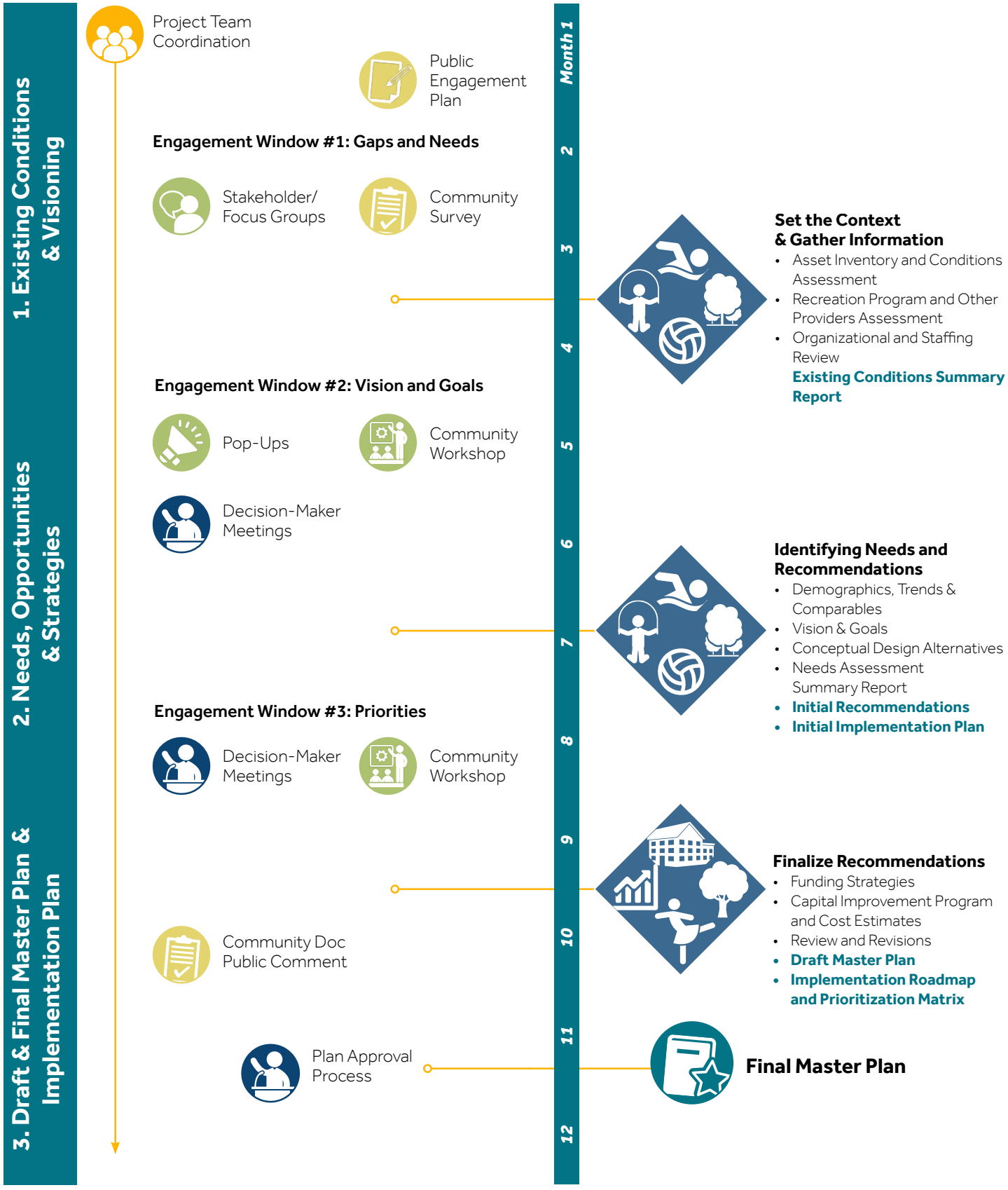
3. Consultant's Work Plan



Blue Point planning

Initial Schedule & Process

This schedule assumes a 12 month process, but can be altered as needed.





Parks and Recreation staff workshop in Missoula, MT.

This scope of services incorporates the tasks laid out in the RFP, with a few additions and modifications explained in the narrative below. The base scope will deliver a 15-year Parks, Landscape, and Recreation Master Plan. To provide the Town with customizable options, we have also included a series of optional tasks that can be added to supplement the process as needed or desired.

The schedule on page 9 shows the phasing of the project, with major tasks identified. The proposed project team members assigned to each task and their estimated hours are included in the budget document in Section 4, on page 27.

Task 1: Project Management

Task 1 is an added task to the RFP. This task allows for collaborative management of the process, from an initial project kick-off meeting and continuing through Plan adoption. This task includes the staff kick-off meeting listed in RFP Task 3.

1.1 Project Initiation Meeting

BluePoint recommends an initial virtual kickoff meeting, followed by an in-person meeting scheduled as part of Engagement Window 1. During the initial call, we will review the scope of work and schedule and clarify the requirements for the project. We will use this meeting to adjust any scope items as needed, identify major deadlines and deliverables, review the request for information, and any additional information that the project team deems important. In addition, we will discuss the logistics of the initial Engagement Window and the parks tour. We will also request all necessary existing documents, studies, maps, previous planning documents, etc., including identifying any missing data and information necessary to proceed.

1.2 Project Management and Biweekly Meetings

The Project Team, led by Project Manager Hayley Reda, will hold biweekly coordination calls with the Town's project manager to keep the project moving forward and to ensure timely response to questions, review of materials, and coordination. These meetings will focus on the critical path to maintain the project timeline and ensure that each deliverable is moving the project along. BluePoint will develop a standing agenda for these meetings and create a set of running meeting notes that will be available on a shared drive so that the Town and BluePoint Team members can access them at any time.

This task also accounts for BluePoint's ongoing project management activities, including invoicing, progress reporting and subconsultant coordination. This task allows for active management to identify potential approaches to incorporate any unforeseen course corrections and changes as we progress while remaining on time and on budget.

Deliverables:

- Consolidated request for information
- Meeting agendas and notes


4. Inventory & Assessment

Babe Best Park

10th Street, South of U Street

2. Community Park

8.5 acres

Amenity	Qty.	Condition
Landscape areas / trees	1	Good
Parking	70 sp	Good
Picnic Area	1	Good
Playground	1	Fair
Restroom/concession	1	Good
Sports Fields/Area	4	Good

Park Description

Well utilized park in the center of the District primarily used for sports, but with a number of open space areas surrounding with some picnic tables. Ballfields and bleachers are used and managed by Rio Linda Little League from February through October. Little League has container storage. There is a restroom/concession stand and small covered picnic area are centrally located.

Small playground with parent seating is near the parking lot.

Park Map (property lines are approximate)

Rio Linda Elverta Recreation Park District | Page 44

Rio Linda Elverta Recreation and Parks District Inventory Page

Task 2: Existing Asset Inventory and Conditions Assessment

The BluePoint Team's Task 2 combines RFP Task 1 and a portion of RFP Task 2, developing a baseline understanding of the parks, recreation programs, landscapes, and facilities, as well as the Town's planning context. This includes gathering and analyzing data and information about the Town's services and contracts, identifying assets and ownership, and reviewing relevant planning and policy documents. This task also incorporates fieldwork time to inventory and evaluate parks and facilities, including touring each park and meeting with park staff. We will begin the assessment and develop the inventory in this phase.

2.1 Asset Inventory and Condition Assessment

The BluePoint Team will develop a comprehensive inventory of existing assets, using Town-provided information, in-person team fieldwork, and readily available mapping and visual tools. We will coordinate this effort with Engagement Window #1, during which the BluePoint Team will tour the Town's parks with staff. During the tour, we will begin the inventory process, talk with park staff about the issues, needs, and opportunities. Additional field time is allotted to complete the inventory utilizing ArcGIS Survey123. Using an agreed upon rating system, we will make a general assessment of the condition of the facilities and amenities as it relates to intended function and actual physical condition. This Inventory and Conditions Assessment will be displayed in a database format, compatible with the Town's GIS system.

The assessment will consider:

- Physical conditions, features, opportunities, and constraints
- Park and facility classification
- Ownership and maintenance responsibilities
- Functional assessment of park and amenities
- Existing amenities
- Use patterns that impact access (e.g., scheduling conflicts), park maintenance, or safety
- Unique aesthetics and character
- Access, circulation, and parking
- Opportunities to incorporate sustainability
- High-level accessibility assessment
- Other values identified by community and staff

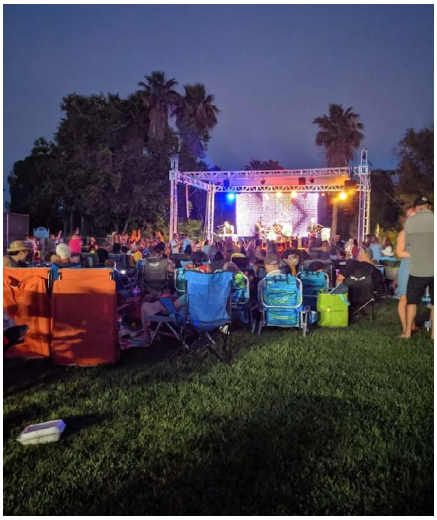
This information will be presented in a clear report format that will be used throughout the process and updated as necessary with additional details.

Pertinent information will be incorporated into the Existing Conditions Summary Report and Needs Assessment as appropriate.



2.2 Recreation Programming Baseline Assessment

Similarly to the assessment done in Task 2.1, the BluePoint Team will document and evaluate the Town's current recreation programs. While this is called out in the RFP as a unique task that incorporates both documentation of the programming baseline and the identification of gaps, needs and opportunities, the BluePoint Team believes that programming and facilities are interrelated. For this reason, our work plan incorporates the baseline programming assessment into the Existing Conditions task. The Needs Assessment developed in Task 4 will include an assessment of recreation programming, needs and gaps as part of the comprehensive evaluation of needs. Recreation programs are an essential component of parks and recreation services and are a primary activator of the Town's Community Center. Understanding existing programming is critical to evaluating existing assets.



As part of this task, BluePoint will catalog current offerings, including participation, financial performance, and staffing information as available. We will also identify the programming offered by other HOAs, other agencies, nonprofits, and community organizations.

2.3 Existing Conditions Summary Report

The Existing Conditions Summary will provide an informative and engaging review of the existing parks and recreation system, frame key issues, and serve as a foundation for the Needs Assessment and subsequent Parks, Landscape, and Recreation Master Plan. It will incorporate all work completed in Task 2. Additionally, the Existing Conditions will include planning context information, maps of existing parks and facilities, and Findings from Engagement Window #1, as discussed further in Task 3.2.

Deliverables:

Existing Conditions Summary Report, including:

- Asset Inventory and Conditions Assessment
- Base Maps
- Recreation Programming Assessment (Existing Programs)
- Organizational Overview (including staffing and contract management)
- Planning Context



Task 3: Community Engagement

Community engagement activities will take place throughout the process, with timing and specifics refined during preparation of the Public Engagement Plan in subtask 3.1. The engagement program will be multi-layered and interactive and include both in-person and online opportunities to participate. In-person activities will be grouped to occur during three Engagement Windows over the course of the process, as shown in the schedule diagram. These engagement windows will include in-person engagement activities and meetings with the Board and Committees.



County of San Luis Obispo Parks & Recreation Master Plan Outreach Flyer

While we are suggesting this approach as a way to reach throughout the community, we remain flexible and able to adapt to ensure that any engagement efforts are designed to reach throughout the community.

3.1 Public Engagement Plan

The BluePoint Team will develop a public engagement plan to direct and guide our efforts. The plan will be developed after the project kick-off meeting to account for any refinements to the proposed engagement program as discussed in this proposal. The plan will define the methods, tools, timing, and specific roles and responsibilities for BluePoint and the Town for each engagement activity. It will also set goals and objectives, allowing us to measure effectiveness and adjust the outreach program as the project progresses.

BluePoint uses Excel to develop our Engagement Plans, set up as an active tool with sheets that detail each method or tool, identify stakeholder groups, and match methods with stakeholder groups to ensure strong participation. This approach allows us to provide opportunities for those who are already engaged (such as recreation user groups and current program participants) and be strategic about tools that engage important audiences who might not otherwise participate, including underserved residents, people with disabilities, and busy households.

3.2 Engagement Window #1: Gaps and Needs

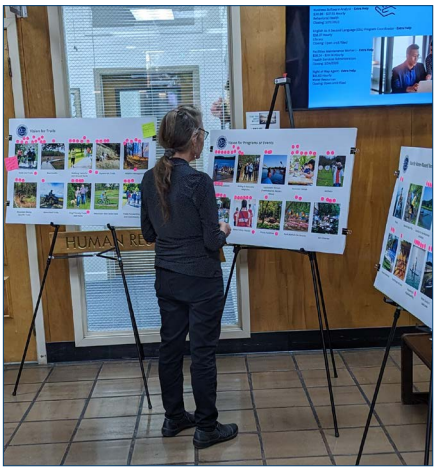
During the first Engagement Window, BluePoint will conduct the site tour and focus on gathering information about gaps and needs from the community. The following methods will be used:

Community Survey

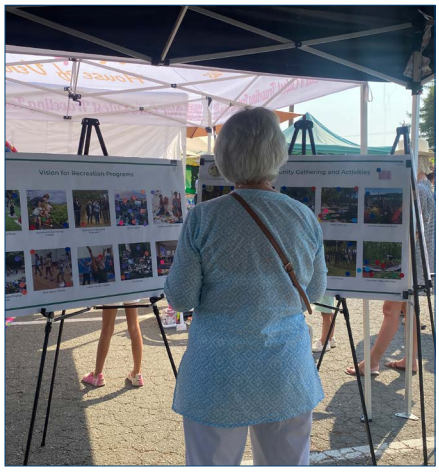
BluePoint recommends the use of an online Community Survey in lieu of a statically valid survey based on time, budget, and survey purpose. For this task, the BluePoint Team will develop an online Community Survey that is distributed through existing Town channels, partners, nonprofits, Town website, and local neighborhood groups. A simplified paper survey can also be developed in concert for use by partners as needed. While an online survey does not provide a scientific level of evaluation, it is an excellent way to engage a large audience in the discussion within the timeframe identified for a reasonable cost. Due to the small size of the Town, a well-publicized online survey is significantly more cost effective. The Team will develop a survey instrument that will gather information about the community's needs and opportunities for Town parks and recreation. The survey responses can also be analyzed by neighborhood, ages, households with or without kids, etc.

Stakeholder/Focus Groups

BluePoint Team will hold a combination of stakeholder interviews and/or a series of small group listening sessions for different user groups and special interests to allow for more in-depth feedback. This budget allows for approximately 4 interviews and 2 focus groups – but this can be adjusted based



Lake County Parks, Recreation, and Trails Plan Pop-Ups



St. Helena Parks, Recreation, and Trails Master Plan Pop-Ups

on need. These early meetings establish relationships with organizations who can help to expand engagement for the entire project and allow the project team to hear from a variety of stakeholders early in the process. The Team will work with staff to determine the best approach to engage and work with special interest groups (Chamber of Commerce, Businesses, Schools, Sports Groups, etc.) and key stakeholders throughout the Town.

These small groups expand engagement beyond a survey alone. The budget allows for a series of meetings and interviews to understand overarching needs, issues, challenges and goals for the Town's parks. We assume that the stakeholder interviews will be held online, while focus groups can either occur during the in-person engagement window or online, depending on the availability and desire of participants. A summary of results will be incorporated into the Existing Conditions Report.

3.3 Engagement Window #2: Vision and Goals

The second engagement window will focus on developing a community vision and a series of goals for the Master Plan.

Pop-Ups

One way to reach community members that may not attend a Community Workshop or take a Community Survey is to offer opportunities for people to provide feedback when they are going about their daily lives. This is best done through tabling, or pop-ups, at schools, farmers' markets, local events, and businesses. For example, when working in Lake County, the Team popped up at a library and on a busy day at the County administrative center, asking those who walked by to spend a few minutes interacting with a series of boards and sharing their thoughts. BluePoint will develop a simple, yet engaging set of materials that can be used throughout the community to collect feedback. This task covers up to two tabling events, materials, and a summary.

Community Workshop

BluePoint will engage the community in-person at a Community Workshop to gain insight into the community's vision, goals, and needs for parks, recreation, and trails. The Team will develop an engaging presentation, agenda, interactive visioning exercise, and facilitate and graphically record the meeting. We will work with the Town to identify the appropriate format and location for these workshops, ensuring that it is a welcoming, accessible venue that appeals to the community as a whole.

The Team will work with the Town to develop a format to best share information, engage community members, and gather feedback. For example, when working in the City of Missoula, BluePoint held several workshops that followed various formats. Some were traditional workshops with a presentation and question-and-answer section, while others were more open-house style where residents dropped in and interacted with stations – including identifying specific locations for improvements on a large map of the Town, voting on community priorities through a series of posters, or watching a video sharing



City of Missoula PROST Community Priorities Workshop

survey findings. We will use our experience and expertise in developing engaging, useful workshops to best fit the needs of the community.

Decision-Maker Meetings

BluePoint will report to the Parks and Recreation Committee and the Board of Directors during this Trip. During this update, BluePoint will share key findings from the Existing Conditions and Needs Assessment. This meeting will focus on understanding the direction of the Board and Committees, to ensure that that the recommendations and work plan identified in the Master Plan are in line with District priorities.

3.4 Engagement Window #3: Priorities

The final engagement window will be focused on identifying community priorities and informing the draft Master Plan. At this point, draft recommendations will be developed, and community members will have a chance to weigh in and share their priorities for implementation.



Community Vision Workshop

Community Workshop

Similar to the Community Workshop in Engagement Window #2, the Team will work with the Town to identify the best format, location, and materials for this workshop. It will be designed to provide information and provide an interactive forum for community members to express their preferences, interest areas, and priorities for the Master Plan projects and programs. At this stage, we often develop interactive prioritization exercises that give participants a limited budget to "spend" on their top priority projects and initiatives. The Team will develop an agenda, presentation, outreach materials, and facilitate and document the workshop.

Decision-Maker Meetings

BluePoint will present to the Board of Directors and the Parks and Recreation Commission to share the draft Master Plan, allowing for them to share initial thoughts before the final Master Plan is developed and taken to them for adoption. These meetings will either occur during the in-person Engagement Window #3, or will be done virtually.

3.5 Collateral Development

For each Engagement Window, BluePoint will develop a set of outreach materials. Depending on the final Public Engagement Plan, these materials may include meeting flyers, social media posts, short videos, newsletter postings, and similar. These materials can be shared with partner organizations to help publicize engagement opportunities, ensuring that there is a wide reach for each event.

Deliverables:

- Public Engagement Plan
- Meeting materials, agendas, and summaries
- Collateral for each Engagement Window

Task 4: Needs Assessment

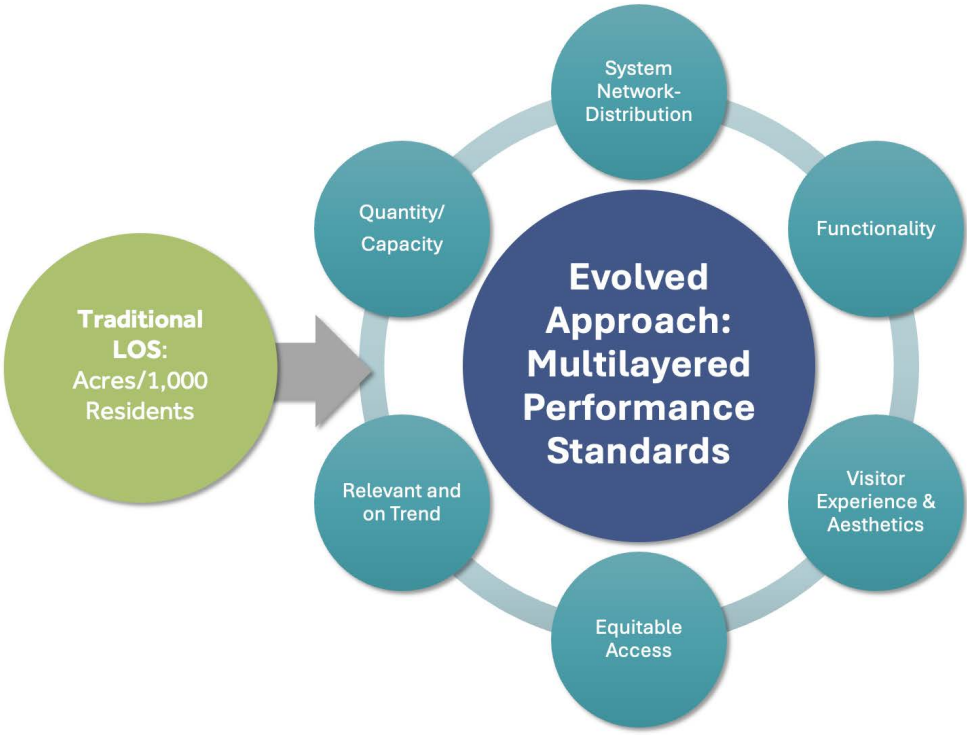
In Task 4, the BluePoint Team will provide a clear Needs Assessment that brings together findings from the Existing Conditions and the community engagement process, using a multilayered approach to evaluate needs throughout a methodology consistent with best practices. BluePoint's methodology in assessing parks and recreation needs goes beyond one or two factors, such as calculations of acres of parkland per 1,000 people or the results of a single survey. Our approach is more responsive to context and takes a holistic approach, as shown in the diagram below.

This assessment will look at needs today and project needs at the planning horizon, based on population and land use projections. The assessment will address land, facilities and programs. This approach provides a deeper understanding of high-priority community needs and lays the foundation for policies and specific recommendations.

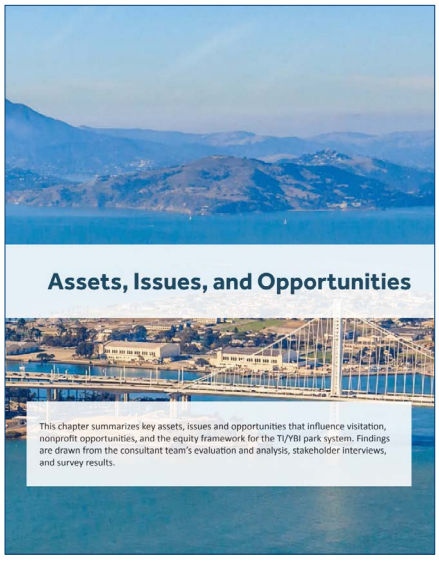
4.1 Demographics, Trends, and Comparables

The BluePoint Team will analyze current and projected population and demographic characteristics, incorporating population profile information drawn from the most relevant and current data, to identify planning implications.

BluePoint will work with the Town to identify appropriate comparable Districts or park systems, within California and with similar characteristics to serve as reference. We will identify up to five communities to evaluate.



Understanding Needs - Move from LOS to Multi-layered Performance Standards



Assets, Issues, and Opportunities Chapter from the Treasure Island Growing an Equitable Parks System Report

For each community, we will gather information on the type, size, amenities, and use of its parks, the user fees, and community demographics. BluePoint has an existing database of much of this information and will gather additional information as needed.

Additionally, BluePoint will also identify regional and national trends that can give additional context and new ideas to the project.

4.2 Park Needs and Opportunities

In 2017, the 10-Minute Walk Campaign was launched by the Trust for Public Land (TPL), Urban Land Institute (ULI), and National Recreation and Park Association (NRPA). Across the US, 300+ mayors have committed to the vision that everyone in U.S. cities should have access to a quality park within a 10-minute walk of their home, focusing on quality and distribution rather than simply the quantity or acres of parkland. The BluePoint Team will develop a GIS-based service analysis to identify gaps in service and areas with a need for enhanced service, factoring in analysis criteria drawn from the community engagement results. This may include exploring different level of service scenarios based on land use factors and the Town's unique ownership and management baseline. In this task, we will look at locations for potential new park sites to fill gaps and meet needs.

The BluePoint team will analyze needs at individual parks, based on the results of the Asset Inventory and Conditions Assessment. As part of this task, we will also evaluate climate and resilience needs and opportunities within the park system and individual sites.

4.3 Recreation Programming Needs, Gaps and Opportunities

Recreation programs are essential to helping to activate parks and to providing a range of services for community members. Building from the baseline established in Task 2, the BluePoint Team will identify needs and gaps and assess programmatic opportunities. We will consider the potential revenue opportunities and partner availability to create a programmatic approach that is feasible for the Town. For the programs/program areas identified in this task, we will indicate the opportunity for revenue, management, and overall cost implications. More detailed cost assessment and analysis will be developed during the development of recommendations and priorities.

4.4 Facility Needs and Opportunities

BluePoint will identify needs and opportunities for the Town's recreation facilities, based on the initial assessment in Task 2.1. This analysis will identify any significant deficiencies and areas of improvement necessary to bring the facility to the level of service needed to meet the community's needs.

4.5 Organizational and Staffing Analysis

BluePoint will evaluate the organizational structure of the Town and staffing in the Parks and Recreation Department and Landscape Department, reviewing staffing levels for parks and recreation services and operational practices, and key services provided. This will include benchmarking with NRPA data, and the

comparables investigated in Task 4.1. The analysis will inform needs and be incorporated into recommendations and the Final Plan.

This task assumes that the Town will be able to provide budgets, staffing organization charts, and operational policies to BluePoint for analysis.

4.6 Needs Assessment Summary Report

The Needs Assessment Summary Report will bring together all the Task 4 work into a single document that identifies overall gaps and needs for parks, recreation facilities, recreation programs, and staffing and operations. This Assessment will provide a basis from which to draft recommendations in Task 5 and will serve as a comprehensive technical supporting document that connects Master Plan recommendations to community needs.

Deliverables:

- Needs Assessment Summary Report, including Park, Recreation, and Facility Gap Analysis

Task 5: Develop Improvement Alternatives & Master Plan

In this Task, BluePoint will develop and refine the recommendations and implementation components of the Master Plan based on all the work completed to date. Each piece will be refined with staff input, building to the recommendations and strategies that will go into the Master Plan document. This task accomplishes RFP Task 5 and also provides for development of the Master Plan document, which was not specifically included in any of the RFP Tasks. Tasks 5, 6 and 7 are interrelated, as shown in the process diagram.

5.1 Vision and Goals

Based on the community engagement process and the Needs Assessment findings, BluePoint will develop an overarching Vision and Master Plan Goals to focus and direct the development of the Plan and decision-making. The overall vision will lead the Town in developing a park system that serves all community members for the next 5 to 15 years.

The goals will highlight key aspects of the Master Plan and also serve as an organizational structure for recommendations and prioritization. The Town will review and provide feedback on the Vision and Goals framework to inform the rest of the Plan development.

5.2 Draft Recommendations

The BluePoint Team will develop policy recommendations applicable to the entire park system, including recommendations that address climate and resilience. They will include both revisions to existing policies and new policies. These recommendations will define ways to meet needs, promote connectivity and inclusion, maximize assets, implement new initiatives, improve operational effectiveness, and achieve cost efficiencies.



Highlighted recommendations graphic from the Missoula PROST Plan.

5.3 Master Plan Outline and Document Format

The BluePoint Team will develop an annotated outline for the final report with a draft document design for review and feedback by the Town's project manager and other key staff. The Plan will be designed for ease of use and to be graphically engaging. Once the outline and document design are approved, BluePoint will develop a document template. We will develop the template in a format that the Town can edit independently after the plan is adopted.

5.4 Administrative Draft Parks Master Plan

BluePoint will develop the Administrative Draft Master Plan for review by staff. The Administrative Draft Master Plan will be in manuscript/Word format for easier review and commenting. It will incorporate draft material from Tasks 5.1, 5.2 and Tasks 6 and 7. The body of the plan will be readable and usable, with appendices for detailed information. This draft will include the prioritization plan, funding strategy, and implementation matrix, providing a "road map" for action.

5.5 Public Review Parks Master Plan

BluePoint will incorporate comments on the Administrative Draft and will prepare a layout version of the Master Plan for public review. This document will be in the approved graphic design layout format and include maps, graphics, and photographs. BluePoint will provide web- and print-ready PDFs, including a CommunityDoc version that can be used for public commenting.

5.6 Final Parks Master Plan

After receiving comments on the Public Review version of the Master Plan, BluePoint will incorporate changes and comments to finalize the Master Plan. To close out the project, BluePoint will provide high-resolution and web-ready PDFs that meet WCAG accessibility standards, as well as the editable Adobe InDesign files. BluePoint will also transmit digital files of all text, graphics and maps, in formats compatible with the Town's systems and software.

Deliverables:

- Vision and Goals
- Park, Recreation, Landscape Recommendations, including level of service analysis, and sustainability recommendations
- Draft, Public Input, and Final Master Plan

Task 6. Capital Improvement Prioritization

6.1 Capital Improvement Program and Cost Estimates

The BluePoint Team will identify capital projects by site along with cost estimates in a formatted Excel spreadsheet to summarize a capital improvement plan for parks, facilities, and trails based on the results from the Needs Assessment Summary Report and the draft Recommendations. This includes identifying general planning-level costs by unit, acre, or square foot for individual projects and/or potential packages of projects.



Quigley Park Community Center Illustrative Design



Quigley Park Water Play Area



Centennial Park Entry Archway

Recommendations may include renovation or replacement of existing park amenities, accessibility and circulation improvements, landscape and shade improvements, new or expanded recreation amenities, and other high-level physical park/site improvements.

Cost opinions will be prepared at a level appropriate for long-range capital planning and prioritization using representative unit costs, allowances, comparable project costs, and other planning-level cost factors, as appropriate.

Cost opinions are intended to establish relative order-of-magnitude costs for long-range planning and prioritization and will not include detailed quantity takeoffs, construction-document-level estimates, contractor bid estimates, or estimates based upon completed design documents.

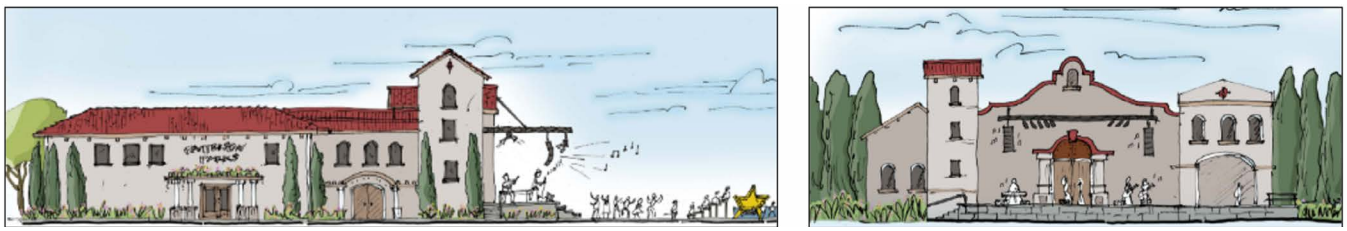
6.2 Concept Plans and Illustrative Renderings

As landscape architects and recreation facility planners, Melton Design Group (MDG) enjoys working on "planning for the future" projects like this because they create opportunities to connect with the community and receive vital feedback to help shape the project. This allows us to explore how the existing facility can be updated while also considering how the surrounding grounds can be planned to accommodate future uses.

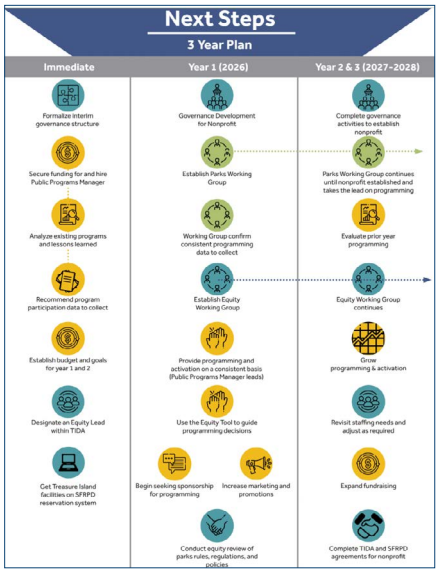
Our process will integrate the Community Center and the surrounding site into the overall Master Plan outreach effort, with dedicated time during community meetings to focus specifically on this facility, the site and input from the community. Using that feedback, we will develop ideas and conceptual designs, similar to our project Quigley Park in Fresno, CA shown to the right.

In addition to an illustrative site plan, we will provide inspiration imagery and conceptual sketches illustrating both the interior and exterior of the proposed new building. Planning for the surrounding grounds will also be informed by the broader outreach process, which will help identify additional recreation amenities that meet the needs of the Discovery Bay community, such as the Water Play rendering shown to the right. The site design can also incorporate landscape and irrigation planning to complement the building.

Another project where we have used a similar process is Centennial Park in Patterson, California. For that project, we are currently working through a comparable community-focused process that incorporates input from the public, city staff and stakeholders to identify priorities, ideas and needs.



Centennial Park Community Center & Amphitheater - Illustrative Design and Section



3 Year Implementation Plan from the Treasure Island Growing an Equitable Parks System Report

The process includes:

1. Community Outreach and Engagement
2. Schematic Designs and Conceptual Floor Plans
3. Architectural Theming and Branding
4. Public Presentation to Public and Staff
5. Finalization of Preferred Concept and Costs

The Centennial Park project is planned to be constructed in phases, so MDG was asked to master plan the entire site to establish a cohesive long-term vision which would support grant and other funding opportunities for future phases. The schematic plans of the Centennial Park community center are currently being used to support a Statewide Park Program (SPP) grant application.

6.3 Project Prioritization Matrix

Based on information received in prior tasks, the BluePoint Team will develop a prioritization process that will be a tool both for regular updates to the implementation plan and for the evaluation of projects and initiatives that may be proposed in the future. We will apply the prioritization tool to develop an implementation plan that identifies short-, medium-, and longer-term priorities.

This will include a set of criteria for scoring and assessing projects and initiatives, enabling the development of an implementation plan and annual work plans. Criteria may include:

- Community values and support
- Service gaps and unmet demand
- Protection of existing infrastructure or creation of operating efficiencies
- Funding and partnership availability
- Internal staffing resources
- Potential revenue generation or economic benefit
- Addressing equity gaps

Using the criteria, the BluePoint Team will develop an evaluation tool and process and test it with staff, using the recommendations developed in previous tasks.

Deliverables:

- Capital Improvement Program and Cost Estimates
- Concept Plans and Illustrative Renderings
- Project Prioritization Matrix

Task 7. Funding Strategies

7.1 Funding Strategy and Matrix

The BluePoint Team will identify potential funding opportunities that the Town is currently not using or maximizing. The funding opportunities memo will identify sources of both capital and operations funding. This memo will set the direction for funding recommendations that go into the Master Plan document. This will include a summary of funding sources, such as grants, partnerships, sponsorship opportunities, and other funding approaches. As part of this Strategy, BluePoint will create a matrix of available grant funding opportunities. This will be integrated into the Implementation Matrix, highlighting what available funding can be tied to recommendations.

Deliverables:

- Funding Strategy Report
- Grant Matrix
- Funding Action Plan

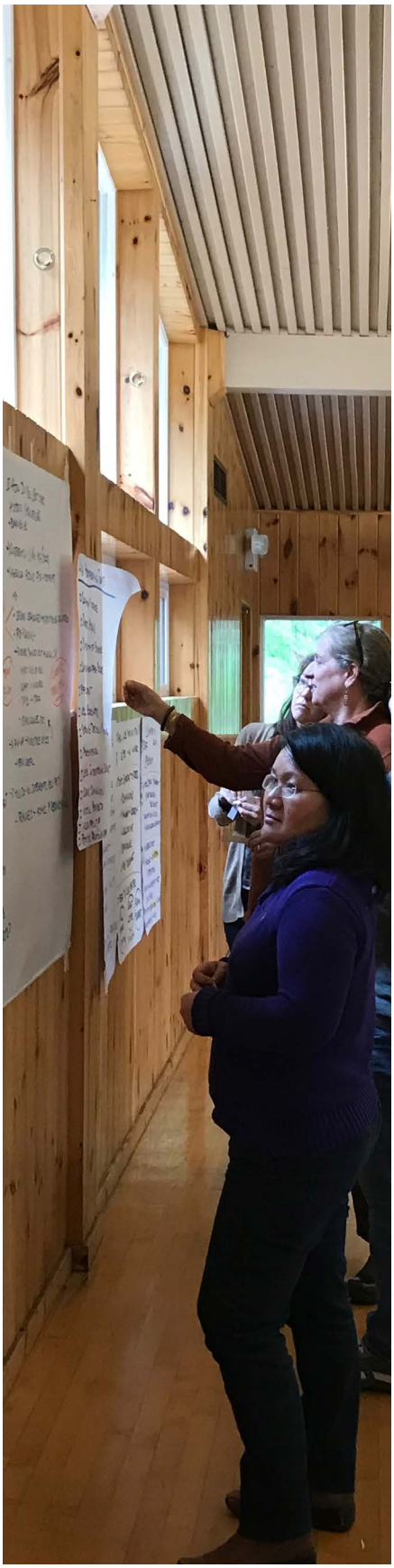
Task 8: Implementation Roadmap

8.1 Implementation Roadmap and Action Matrix

BluePoint will develop an Implementation Roadmap and Action Matrix, creating a plan for implementation of the recommendations developed in Task 5.2 and the capital improvements and prioritization matrix developed in Task 6. Once these items are prioritized, they will be phased accordingly. This will include identifying specific actions, key staff or partners that will need to be engaged, high-level costs identified in the CIP, and funding opportunities. This will serve as an internal tracker for staff to use to monitor progress, readjust as needed, and show progress to decision-makers and the community.

Deliverables:

- Implementation Roadmap, including a Phasing Plan and Action Matrix



Optional Task

The following task could enhance the Master Planning process, but are not critical to developing a Master Plan.

O.1 Landscape and Irrigation Recommendations

MDG will assess existing irrigation system operations across District parks and open space sites through site visits with District staff, review of aerial photography, and evaluation of irrigation controls, programming, coverage, and maintenance practices. The assessment will identify system deficiencies and needs related to irrigation coverage, water pressure, system condition, maintenance, and potential upgrades.

Based on the assessment, the project team will develop site-specific recommendations for irrigation renovations and upgrades and prepare planning-level cost estimates. Findings and recommendations will be reviewed with District staff and refined based on their input. The final deliverable will be an Irrigation Maintenance Assessment and Renovation Report documenting existing conditions, identified needs, recommended improvements, priorities, and estimated costs.

O.2 Additional Conceptual Plans and Illustrative Renderings

MDG can create additional conceptual plans and illustrative renderings, as identified through the project. The approach and scope will be determined based on the level of detail, size of the study area, and community input needed. These costs will be based on the key project table located on page 26.



Mindy facilitating a staff retreat for work planning and prioritizing activities for decarbonization.



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4. Project Budget & Other Financial Info

Blue Point planning

Project Budget

The following Project Budget represents the BluePoint Team's estimated budget based on the RFP and the Scope of Work provided in Section 3. We anticipate working closely with the District, if selected, to refine this budget and the scope to ensure we meet the Districts' expectations and desired outcomes. However, we are comfortable that this budget will effectively deliver a high quality, and usable tool for the District.

The detailed scope of work is included in Section 3, with the estimated staffing, hours, and costs included in the budget document.

Disclosures

- BluePoint has not had any significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm in which the firm has been judged guilty or liable within the last five (5) years. There is no negative history to report.
- BluePoint does not have any personal, professional, or financial relationships with any officer and/or employee of the District.

Schedule of Hourly Rates

Below is the schedule of hourly rates for key personnel to do any additional work, if required, during the course of the contract. If additional work is needed throughout the project, BluePoint will develop a cost proposal and new scope of work, detailing the deliverables, staffing, and total cost of any new deliverable.

Staff	Hourly Rate
Mindy Flynn, Principal-in-Charge	$240
Hayley Reda, Project Manager	$195
Lauren Schmitt, Senior Advisor	$205
Allisia Sandoval, Project Associate	$160
Jenny McGlinchey, Project Assistant	$140
Greg Melton, Principal Landscape Architect	$240
Sarah Crossley, MDG Project Manager	$170

4. Project Budget & Other Financial Info

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		BluePoint Planning													
		Mindy Flynn *Principal-in-Charge*		*Hayley Reda* *Project Manager*		*Lauren Schmitt* *Senior Advisor*		*Allisia Sandoval* *Project Associate*		*Jenny McGlinchey* *Project Assistant*		*MDG* *Landscape Architect*		**Total Labor**	
Hourly Rates		240		195		205		160		140					
		Hours	**Cost**	**Hours**	**Cost**	**Hours**	**Cost**	**Hours**	**Cost**	**Hours**	**Cost**	**Hours**	**Cost**	**Hours**	**Cost**
Task 1.	**Project Management**														
1.1	Project Initiation Meeting	1	$240	4	$780	1	$205	4	$640		$0	2	$0	12	$1,865
1.2	Project Management & Biweekly Meetings	12	$2,880	26	$5,070	4	$820	16	$2,560		$0	13	$0	71	$11,330
	Subtotal Task 1	**13**	**$3,120**	**30**	**$5,850**	**5**	**$1,025**	**20**	**$3,200**	**0**	**$0**	**15**	**$2,800**	**83**	**$15,995**
Task 2.	**Existing Asset Inventory and Conditions Assessement**														
2.1	Asset Inventory and Conditions Assessement	8	$1,920	16	$3,120	1	$205	16	$2,560	1	$140	23	$0	65	$7,945
2.2	Recreation Programming Baseline Assessment	1	$240	4	$780	2	$410	4	$640		$0		$0	11	$2,070
2.3	Existing Conditions Summary Report	2	$480	8	$1,560	4	$820	32	$5,120		$0		$0	46	$7,980
	Subtotal Task 2	**11**	**$2,640**	**28**	**$5,460**	**7**	**$1,435**	**52**	**$8,320**	**1**	**$140**	**23**	**$9,490**	**122**	**$27,485**
Task 3.	**Community Engagement**														
3.1	Public Engagement Plan	1	$240	2	$390		$0	4	$640		$0		$0	7	$1,270
3.2	Engagement Window 1: Gaps and Needs	8	$1,920	8	$1,560		$0	24	$3,840	1	$140	5	$0	46	$7,460
3.3	Engagement Window 2: Vision and Goals	12	$2,880	20	$3,900		$0	24	$3,840	1	$140	5	$0	62	$10,760
3.4	Engagement Window 3: Priorities	12	$2,880	20	$3,900		$0	24	$3,840	1	$140	7	$0	64	$10,760
3.5	Collateral Development	2	$480	6	$1,170		$0	12	$1,920		$0		$0	20	$3,570
	Subtotal Task 3	**35**	**$8,400**	**56**	**$10,920**	**0**	**$0**	**88**	**$14,080**	**3**	**$420**	**17**	**$3,220**	**199**	**$37,040**
Task 4.	**Needs Assessment**														
4.1	Demographics, Trends, and Comparables	1	$240	2	$390		$0	16	$2,560		$0		$0	19	$3,190
4.2	Park Needs and Opportunities	2	$480	4	$780	2	$410	8	$1,280		$0		$0	16	$2,950
4.3	Recreation Programming Needs & Opportunities	4	$960	4	$780		$0	4	$640		$0		$0	12	$2,380
4.4	Facility Needs and Opportunities	4	$960	4	$780	2	$410	4	$640		$0		$0	14	$2,790
4.5	Organizational and Staffing Analysis	1	$240	2	$390	8	$1,640	4	$640		$0		$0	15	$2,910
4.6	Needs Assessment Summary Report	4	$960	12	$2,340	4	$820	24	$3,840		$0		$0	44	$7,960
	Subtotal Task 4	**16**	**$3,840**	**28**	**$5,460**	**16**	**$3,280**	**60**	**$9,600**	**0**	**$0**	**0**	**$0**	**120**	**$22,180**
Task 5.	**Develop Improvement Alternatives & Master Plan**														
5.1	Vision and Goals	2	$480	4	$780		$0	4	$640		$0		$0	10	$1,900
5.2	Draft Recommendations	8	$1,920	16	$3,120	8	$1,640	36	$5,760		$0		$0	68	$12,440
5.3	Master Plan Outline and Format	2	$480	8	$1,560		$0	4	$640		$0		$0	14	$2,680
5.4	Administrative Draft	4	$960	24	$4,680	8	$1,640	24	$3,840		$0		$0	60	$11,120
5.5	Public Review	2	$480	12	$2,340		$0	8	$1,280		$0		$0	22	$4,100
5.6	Final Parks Master Plan	2	$480	4	$780	4	$820	24	$3,840		$0		$0	34	$5,920
	Subtotal Task 5	**20**	**$4,800**	**68**	**$13,260**	**20**	**$4,100**	**100**	**$16,000**	**0**	**$0**	**0**	**$0**	**208**	**$38,160**
Task 6.	**Capital Improvement Priorization**														
6.1	Capital Improvement Program and Cost Estimates	2	$480	16	$3,120	4	$820	24	$3,840		$0		$0	46	$8,260
6.2	Concept Plans and Illustrative Renderings		$0		$0		$0		$0		$0	84	$0	84	$0
6.3	Project Prioritization Matrix	2	$480	8	$1,560	2	$410		$0		$0		$0	12	$2,450
	Subtotal Task 6	**4**	**$960**	**24**	**$4,680**	**6**	**$1,230**	**24**	**$3,840**	**0**	**$0**	**84**	**$19,985**	**142**	**$30,695**
Task 7.	**Funding Strategy and Matrix**														
7.1	Funding Strategy and Matrix	2	$480	8	$1,560	4	$820	24	$3,840		$0		$0	38	$6,700
	Subtotal Task 7	**2**	**$480**	**8**	**$1,560**	**4**	**$820**	**24**	**$3,840**	**0**	**$0**	**0**	**$0**	**38**	**$6,700**
Task 8.	**Implementation Roadmap**														
8.1	Implementation Roadmap and Action Matrix	4	$960	16	$3,120	4	$820	24	$3,840		$0		$0	48	$8,740
	Subtotal Task 8	**4**	**$960**	**16**	**$3,120**	**4**	**$820**	**24**	**$3,840**	**0**	**$0**	**0**	**$0**	**48**	**$8,740**
	TOTAL HOURS AND LABOR	**105**	**$25,200**	**258**	**$50,310**	**62**	**$12,710**	**392**	**$62,720**	**4**	**$560**	**139**	**$35,495**	**960**	**$186,995**
	Direct Costs - Includes printing, workshop materials, travel costs														**$4,104**
	Administrative Mark-up on subs														**$3,550**
	TOTAL BUDGET PROPOSAL														**$194,649**
	OPTIONAL TASKS														
	Landscape and Irrigation Analysis and Recommendations		$0		$0		$0		$0		$0	58	$10,160	58	**$10,160**

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5. Staffing



Blue Point planning

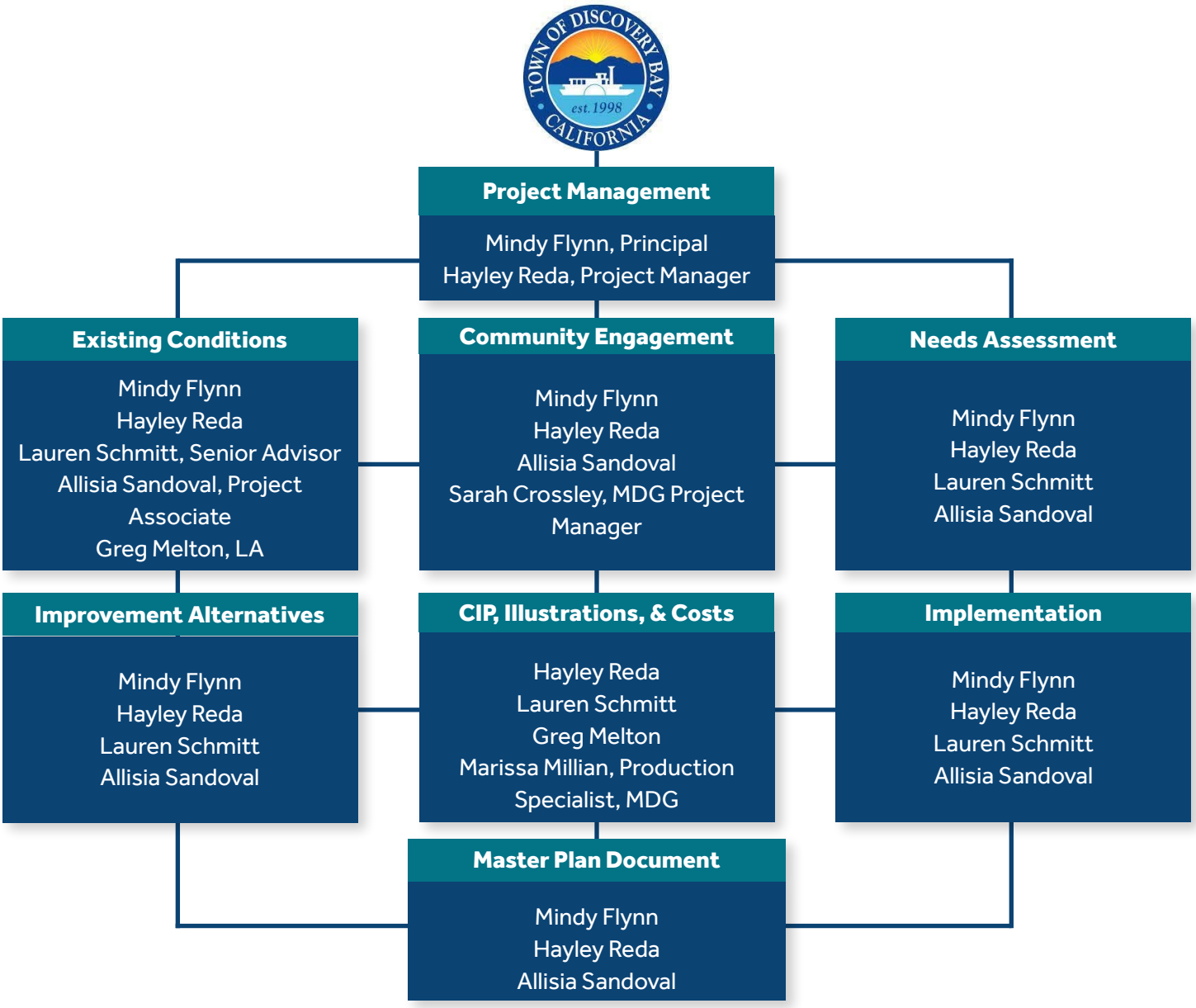
Staffing

BluePoint is proposing an integrated, efficient and experienced team, led by Principal-in-Charge Mindy Flynn and Project Manager Hayley Reda, who will oversee the project and complete the scope of work on time and on budget.

Mindy Flynn, founding principal of BluePoint Planning, will serve as Principal-in-Charge. She has 25-plus years of experience in leading complex planning processes, with strengths in parks and recreation, public engagement, and climate. She will provide overall direction and strategic leadership. Mindy offers a depth of knowledge about parks and recreation facilities and trends and needs, along with a broad understanding of economic development, health and wellness, education, and sustainability.

Hayley Reda will serve as Project Manager and day-to-day project contact. She will ensure that the project stays on track, while allowing enough flexibility to ensure that the final product meets the Town's needs. Hayley has been a key staff and project manager for many parks and recreation master plans, including in the County of San Luis Obispo, Rio Linda-Elverta Park District, Lake County, and the City of Missoula, Montana, to name a few.

The organizational chart below shows how our team is structured and how we will interface and interact with the Town of Discovery Bay. See the staffing matrix on the following page for highlights of staff experience and qualifications. Resumes for each key team member are in the appendix.



Name & Role	Education & Certifications	Selected Similar Projects
Mindy Flynn, Principal-in-Charge, BluePoint Planning	• BA, Social Science, Public Policy and Social Change, University of California, Berkeley	• County of San Luis Obispo Parks and Recreation Master Plan • City of Shasta Lake Parks, Recreation, and Trails Master Plan • County of Lake Parks, Recreation, and Trails Plan • Parks and Recreation Master Plan, Rio Linda Elverta Recreation and Park District
Hayley Reda, Project Manager, BluePoint Planning	• BA, Political Science and Sustainability, University of Michigan	• County of San Luis Obispo Parks and Recreation Master Plan • City of Shasta Lake Parks, Recreation, and Trails Master Plan • City of Missoula Parks, Recreation, Open Space, and Trails Master Plan • County of Lake Parks, Recreation, and Trails Plan • Parks and Recreation Master Plan, Rio Linda Elverta Recreation and Park District
Lauren Schmitt, Senior Advisor, BluePoint Planning	• ASLA • AICP • Master of Landscape Architecture (MLA), University of Washington • BA, Architecture and Urbanism, Smith College	• St. Helena Parks, Recreation and Trails Plan • City of Shasta Lake Parks, Recreation, and Trails Master Plan • City of Missoula Parks, Recreation, Open Space, and Trails Master Plan
Allisia Sandoval, Project Associate, BluePoint Planning	• BS, Conservation Resource Studies with an emphasis in Environmental Science and Economics, University of California, Berkeley	• City of Soledad Parks and Recreation Master Plan, Soledad, CA • Bay Area Air Quality Management District, Strategic Plan Video Development, Bay Area, CA • One Treasure Island Growing and Equitable Park System, Treasure Island/Yerba Buena Island, CA
Greg Melton, Principal Landscape Architect, MDG	• RLA • LEED AP • BS in Landscape Architecture, University of Davis	• Quigley Park, Fresno • Radio Park, Fresno • Mooretown Multi-Use Park, Oroville • Chapman Park, Chico
Sarah Crossley, Senior Project Manager, MDG	• BFA in Interior Architecture, CSU Chico • AS in Interior Design, Butte Community College	• Westacre Park, West Sacramento • Heritage Oaks Park, West Sacramento • General Vang Pao Park, Merced • Sunset Whitney Recreation Area, Rocklin
Marissa Millian, Production Specialist, MDG	• BFA in Interior Architecture, CSU Chico	• Corning City Plaza, Corning • Galli Residence, Chico • Westacre Park, West Sacramento • Heritage Oaks Park, West Sacramento
Jared Gibson, Irrigation Specialist, MDG	• BLA in Landscape Architecture, Cal Poly San Luis Obispo	• Hewitt Park, Oroville • Radio Park, Fresno • Chapman Park, Chico • Riverside Park, Ukiah
Janelle Stone, Marketing and Proposal Coordinator, MDG	• BA in Music, CSU Chico	



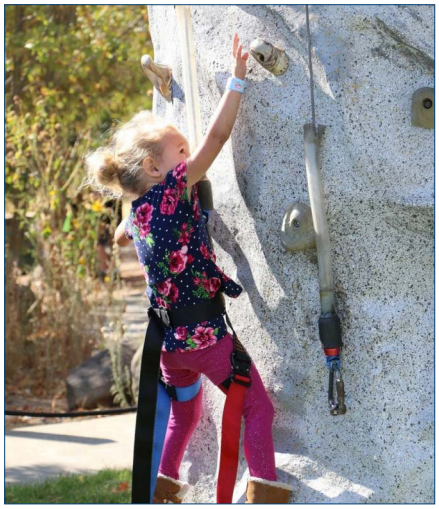
Item G.2

5. Project Experience & References

Blue Point planning







BluePoint References

County of San Luis Obispo Parks and Recreation Master Plan

Reference Contact: Mary Hofmockel, Parks Development Manager, County of San Luis Obispo Parks and Recreation Department

145 Prado Road, San Luis Obispo, CA 93408
(805) 781-5209
mhofmockel@co.slo.ca.us

Key Staff: Mindy Flynn, Hayley Reda, Lauren Schmitt

Project Budget: $199,550

Rio Linda-Elverta Recreation and Park Master Plan

Reference Contact: Mike Heller, General Manager, Rio Linda Elverta Recreation and Park District

810 Oak Lane, Rio Linda, CA 95673
(916) 991-8110
mheller@rleparks.com

Key Staff: Mindy Flynn, Hayley Reda

Project Budget: $119,050

City of Shasta Lake

Reference Contact: Peter Bird, Senior Planner, City of Shasta Lake Planning Division

4477 Main Street, Shasta Lake, CA 96019
(530) 275-7416
pbird@cityofshastalake.gov

Key Staff: Mindy Flynn, Hayley Reda, Lauren Schmitt

Project Budget: $268,760

Melton Design Group References

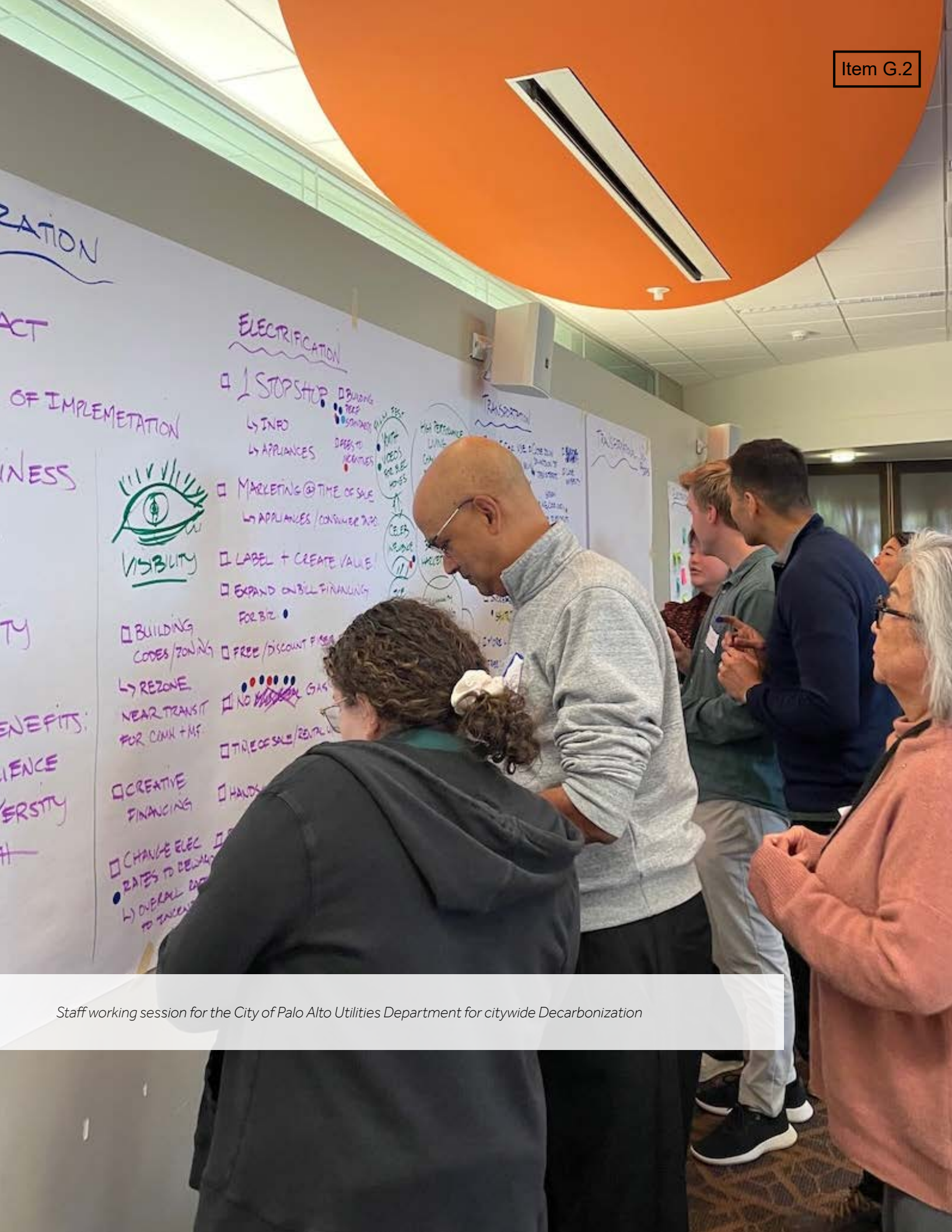
Heritage Oaks Park Renovation

Reference Contact: Chris Surawski, City of West Sacramento

1110 W Capitol Ave, West Sacramento, CA 95691
(916) 617-4816
ChrisS@cityofwestsacramento.org

Key Staff: Greg Melton

Project Budget: Design Fee: $489,000, Project Cost: $5,693,000

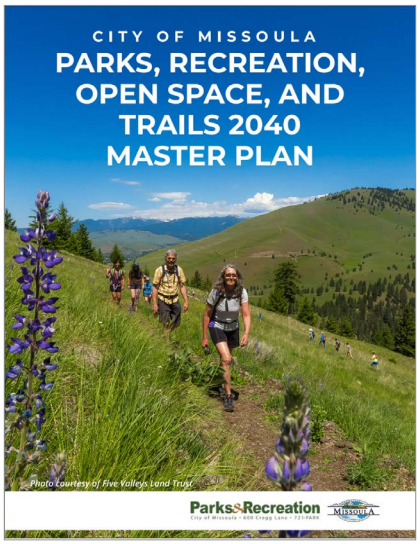


Staff working session for the City of Palo Alto Utilities Department for citywide Decarbonization

Item G.2

City of Missoula Parks, Recreation, Open Space, and Trails Master Plan





Recommendations Graphic

Plan Cover

Project Location:
City of Missoula, Montana

Project Status:
Completed in 2025

Population of Community:
78,903

Project Duration:
August 2023 - September 2025

Cost of Master Planning Effort:
$249,643

Project Owner:
Zac Covington, AICP, Planning and Land Acquisitions Manager/Open Space Program Manager, City of Missoula, Parks and Recreation

600 Cregg Ln, Missoula, MT 59801
covingtonz@ci.missoula.mt.us
406-552-6267

Staffing
Mindy Flynn, Principal-in-Charge

Lauren Schmitt, Project Manager

Hayley Reda, Deputy Project Manager, Main Point of Contact

Key Outcomes: Established a comprehensive plan to empower the city to improve its services, facilities and operations, while ensuring that it results in a city that is more equitable, climate-resilient, and urban.

BluePoint Planning worked with the City of Missoula's Parks and Recreation Department to develop a Parks, Recreation, Open Space, and Trails Master Plan (PROST Plan). The PROST Plan is serving as a blueprint for the next 15 years of services to residents.

The Plan was developed with a comprehensive public engagement approach, including co-managing a Community Working Group with the City and University of Montana staff. The Community Working Group was composed of 18 Missoulians representing a diversity of voices and perspectives. Over a series of twelve meetings, BluePoint and City staff worked with the Community Working Group to evaluate and bolster community engagement, refine and vet strategies and recommendations, and ultimately recommend to City Council the adoption of the Plan.

In the initial phase of the project, BluePoint developed a comprehensive overview of the current system, based on findings from community engagement, system assessment and inventory, and planning context, ultimately leading to the identification of key gaps and needs for the system.

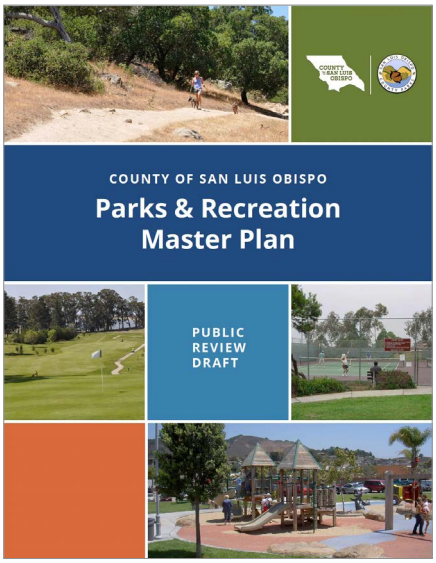
During the second phase, BluePoint developed strategies to address those gaps and needs and worked to vet them with the community and key stakeholders. Additionally, the BluePoint team developed the Plan's vision, guiding principles, and goals based on community input.

Lastly, in the third phase, BluePoint finalized recommendations and developed tools to help the City effectively implement the Plan. These strategic recommendations address staffing and operational concerns, including staff retention, professional development, and succession.

Item G.2

County of San Luis Obispo Comprehensive Systemwide Parks and Recreation Master Plan





Pop-Up Activity in Community Park,

Draft Plan Cover

Project Location:
County of San Luis Obispo

Project Status:
Anticipated completion March 2027

Population of Community:
282,581

Project Duration:
July 2025 - Ongoing

Cost of Master Planning Effort:
$199,550

Project Owner:
Mary Hofmockel, Parks Development Manager, County of San Luis Obispo Parks and Recreation Department

mhofmockel@co.slo.ca.us
(805) 781-5209

Staffing
Mindy Flynn, Principal-in-Charge

Hayley Reda, Project Manager, Main Point of Contact

Lauren Schmitt, Senior Project Manager

Key Outcomes: Worked with County staff and stakeholders to deliver a Master Plan that addresses operational challenges and funding gaps, while advocating for future improvements.

BluePoint Planning is currently working with the County of San Luis Obispo to develop a Parks and Recreation Master Plan. This Master Plan will be the framework for guiding the County forward in the development of a sustainable county parks and recreation system, focusing on providing recreation services to the unincorporated communities.

At a Countywide scale, there are unique challenges and opportunities that will be taken in to consideration throughout the planning process. BluePoint is working with the County to identify funding opportunities, evaluate staffing and operations, and develop a pathway to a sustainable system of parks and recreation opportunities.

The planning process will help the County understand the countywide inventory of parks, facilities, and trails, and the baseline of services, leveraging the County's GIS and other existing data sources. Through an inclusive public process, San Luis Obispo County will develop an understanding of community priorities and needs that will inform the strategies, policies, and project recommendations to meet parks, recreation, and trails demands and inform the General Plan Amendment. Finally, the planning process will culminate with an implementation plan with clear priorities to guide operations, capital investments, and program and policy development over the next ten years.

The Master Plan is expected to be complete in early 2027.

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St. Helena Parks, Recreation, and Trails Master Plan





Visioning Pop-Ups at Farmers Market

Website and Cover Photo for Master Plan

Project Location:
City of St. Helena, CA

Project Status:
Anticipated completion December 2026

Population of Community:
5,194

Project Duration:
Februrary 2025 - Ongoing

Cost of Master Planning Effort:
$124,714

Project Owner:
Community Services,
City of St. Helena

asylvester@cityofsthelena.gov
(707) 967-2736

Staffing
Mindy Flynn, Principal-in-Charge

Lauren Schmitt, Project Manager, Main Point of Contact

Key Outcomes: Developed the first-ever parks, recreation, and trails master plan with strategic recommendations to enliven parks with programming and activities, with a set of immediate deliverables as well as longer term improvements.

BluePoint developed the City of St. Helena's first parks, recreation and trails plan, slated for adoption in July 2026. St. Helena is a small city in Napa County and is a popular tourist destination for its vineyards and culinary scene.

The Master Plan was developed with robust community engagement to ensure that the Plan represents the needs and desires of community members. An Advisory Group provided guidance throughout the process, as did the Parks and Recreation Commission. The broader public engagement process consisted of in-person opportunities paired with online activities, including stakeholder and staff focus groups and interviews, an online community needs survey, community visioning and prioritization pop-ups, an online prioritization activity, and the project website (www.sthelenaparksplan.com/).

BluePoint developed an analysis of the planning context, an Existing Conditions Analysis, a Park Inventory and Condition Assessment, and a multi-layered Needs Assessment tailored to the city's context. In addition, BluePoint reviewed existing General Plan policies and designed the Master Plan to align with the General Plan and related city and county planning documents.

BluePoint also conducted a staffing and operations analysis, as well as a revenue analysis. These analyses were the basis for developing recommendations within the Master Plan for improving maintenance operations, identifying new funding sources, and meeting the needs of the city's evolving demographics.

City Council adoption is planned for late 2026. The adoption process was paused for three months due to a change in the City Manager.



Heritage Oaks Park Renovation

West Sacramento, CA

Dates: 2023 – 2026 (under construction)
Design Fee: $489,000
Project Cost: $5,693,000
Contact: Chris Surawski, City of West Sacramento, (916)617-4816 / ChrisS@cityofwestsacramento.org

Relevant Staff Roles:
Greg Melton, Principal
Sarah Crossley, Project Manager
Marissa Millan, Project Designer

Heritage Oaks Park is undergoing a bold transformation into a community destination rooted in wellness, culture and play. Designed in collaboration with the Yocha Dehe Wintun Nation, the renovated park will celebrate local heritage while offering dynamic features for all ages and abilities.

Highlights include a custom-themed playground, a nature-inspired spray ground and an all-wheel concrete pump track designed for skaters and cyclists. A multi-use sports field supports active recreation, while a reflexology path and pollinator garden invite moments of quiet reflection and connection to nature.

This revitalized park reflects a shared commitment to cultural relevance, community health and inclusive design. Through thoughtful collaboration and meaningful features, Heritage Oaks Park will stand as a lasting symbol of pride, engagement and joyful outdoor experience for generations to come.





Project Elements:

- Reflexology Path
- Restroom Building with Changing Rooms, Concession and Storage
- Spray Ground
- Stormwater Capture Basins
- Outdoor Classroom
- Scenic Overlook to Heritage Oaks and Elderberry Glen
- Interpretive Panels
- Large Parking Area for Events
- Basalt Column Fountain
- Picnic Area













Item G.2

Appenix



Blue Point planning

What Makes Us Different

1. Long-term relationships with our clients.

We do not pop in and out, we are there for our clients, making sure they are successful and that our deliverables help them do their work more effectively.

2. Parks are a passion, not just work.

When we start on a parks planning project, we want to not just look at them as a consultant, but to experience them as a user. We walk each trail, test out each park, and embed ourselves into the community as much as possible to ensure authentic and deep understanding.

3. More than "Parks" - the connective link for the community.

We approach our parks and recreation projects recognizing that the role of parks and recreation is bigger than the traditional definition. We think about parks as a part of community health, a mechanism to help mitigate and address climate issues, a space to create and support community character, and an economic engine for long-term community development and more.

4. Cohesive, long-term Team.

Our team has been working together on parks and recreation plans together for over a decade. The BluePoint Planning Team is aligned and compliment each other skills to create a streamlined and powerhouse group.

5. We are fun!

You will like working with us! We deliver on the project, but while doing it, we are able to manage and support you without stress, with a positive attitude, and a shared goal to make the effort a success.









Item G.2



Mindy Flynn | Principal

Mindy is the owner of BluePoint Planning and offers over 25 years of experience providing policy and community planning, facilitation, outreach, and communications services to government organizations throughout California and the United States. Mindy provides technical climate and resilience planning, facilities and educational master planning for higher education, and capabilities with extensive stakeholder engagement and communication skills.

Mindy is a **seasoned facilitator** and **communications professional** with the ability to employ a range of methods to get meaningful input - both internal and external - into planning efforts, build support, and educate stakeholders. In addition, Mindy's educational and professional background has contributed to her ability to effectively **research and collect technical and quantitative data and translate that into meaningful, results-oriented documents**, and layperson communication materials to ensure effective buy in and implementation.

Mindy is a dedicated and passionate professional interested and experienced in a range of areas including climate, natural and working lands, parks, energy, and overall policy. Her small business has enabled her to be agile and work in more sectors and areas than a typical firm. Her projects vary from large-scale, state and regional efforts with multiple subconsultants and partners to smaller non-profits or small communities. Mindy's clients are generally public organization and agencies, where she acts as an extension of staff, offering trusted expertise to assist on a broad range of complex planning and policy projects. She provides a balance of organizational capabilities and content knowledge allowing for the most effective project management. As a principal level consultant, Mindy is able to easily work with all levels of personnel from administration staff and CEOs, to Commissioner and City Managers.

Mindy is the founder of the **RAPID Climate Accelerator** and is a special advisor to the national **Abundance Network**. Both efforts are designed to support public entities to be more innovative, effective and impactful in their work through prioritized actionable strategy and organization coherence.

Education

Bachelor of Arts, Social Science, Public Policy and Social Change, University of California, Berkeley, Graduated with High Honors.

Expertise

- 25 + years Parks and Recreation expertise for government agencies
- Programming, operations and revenue analysis for sports and recreation centers.
- 25 + years Strategic Planning expertise for government agencies
- 25 + years Facilitation and Stakeholder Engagement, with large multifaceted groups related to complex topics
- Equitable and inclusive outreach and engagement
- Strategic Communications
- Lead for all of the projects referenced in the submittal.

Organizations

- Board Member (Previous Board President), ReScape California, 2019-current
- Founder and Project Lead, RAPID Climate Accelerator, 2020
- Former Board President, America Walks
- Former Member, Complete Streets National Steering Committee

Affiliations

- Advisor to the Abundance Network
- National Recreation and Parks Association
- Association of Adaptation Professionals (ASAP)



Relevant Project Experience

- County of San Luis Obispo Parks and Recreation Master Plan, SLO County, CA
- City of Shasta Lake Parks, Recreation, and Trails Master Plan, City of Shasta Lake, CA
- City of Missoula Parks, Recreation, Open Space, and Trails Master Plan, Missoula, MT
- County of Lake Parks, Recreation, and Trails Plan Lake County, CA
- Parks and Recreation Master Plan, Rio Linda Elverta Recreation and Park District, CA
- City of St. Louis Sustainability & Climate Plan, St. Louis, MO
- California Climate Adaptation Strategy, California Natural Resources Agency, CA
- Climate Resilience Strategy for California Agriculture, California Department of Food and Agriculture, CA
- Climate Change Adaptation Plan and Outreach, County of Santa Barbara, CA
- Bay Area Air District Strategic Plan, Bay Area, CA

Hayley Reda | Project Manager

Hayley Reda is a Senior Associate and Project Manager with BluePoint Planning. She works on a range of projects including parks and recreation master plans, climate adaptation and climate plans, equitable community outreach, and strategic planning. Hayley's attention to detail and problem-solving mindset allows her to keep projects on track, while ensuring that there is enough flexibility to meet the needs of the community.

Currently, Hayley is serving as the Project Manager for the **County of San Luis Obispo Park and Recreation Master Plan.** By focusing on prioritizing the County's resources and identifying key services for the community, the Plan will help the County meet the needs of the community with the resources available. She is also the Project Manager for the **City of Shasta Lake's Parks, Recreation, and Trails Master Plan,** creating a long-term vision for a rapidly changing city.

Previously, she worked on the **Parks, Recreation, Open Space and Trails Master Plan for the City of Missoula, MT**. This Master Plan is incorporating the City's three lenses of Climate, Equity, and Housing, highlighting the important role that park systems play in a community.

Hayley also completed the **County of Lake's Parks, Recreation, and Trails Master Plan**. This Plan addressed the unique challenges and opportunities facing a County parks system, while incorporating climate and resiliency into the Plan development.

Additionally, Hayley helped **Rio Linda Eleverta Recreation and Parks District** complete their Parks and Recreation Master Plan where she worked closely with the staff and community members to develop six clear parks and recreation goals, and a focused implementation plan. Hayley emphasized the importance of climate impacts on Parks and Recreation and integrated nature-based solutions and a climate chapter into the Plan.

Speaking Engagements

2023 California Adaptation Forum, "Moving from Vulnerability Assessments to Implementable Adaptation Plans"

Education

Bachelor of Arts in Political Science and Sustainability, University of Michigan



Relevant Project Experience

- St. Helena Parks, Recreation and Trails Plan, California
- Lake County Parks, Recreation and Trails Plan, California
- Missoula Parks, Recreation, Open Space and Trails Plan, Montana
- Growing an Equitable Park System, Treasure Island, San Francisco, California
- San Luis Obispo County Parks and Recreation Plan, California
- City of Shasta Lake Parks and Recreation Master Plan, California
- Bay Area Air Quality Management District
  Strategic Plan, California
- Regional and Rural Needs Assessment, Los Angeles County, California
- Gardens of Golden Gate Park Strategic
  Partnership Project, San Francisco, California
- Cosumnes CSD Parks and Recreation Master Plan, Elk Grove, California
- Hueneme Parks Master Plan, Port Hueneme, California
- Mountain House CSD Recreation Business Plan
- Burlingame Parks Plan, California

Lauren Schmitt, ASLA, AICP | Senior Consultant

A practicing landscape architect and planner for more than 25 years, Lauren engages in parks and recreation planning projects at multiple scales and from multiple perspectives, working with a diverse range of client types including cities, special districts, regional agencies, counties and non-profits.

Lauren's curiosity and knack for problem-solving lend themselves naturally to the analysis and assessment of projects, enabling her to ask the right questions from the outset and put projects and organizations on a path to positive outcomes. An intuitive process designer, she engages stakeholders and community members through participatory and inclusive approaches to planning and design, finding common ground and leading to strategic solutions that keep project and community momentum moving forward.

Lauren left a multi-disciplinary planning and design firm after a 19-year tenure as a firm principal and practice leader. In late 2021, she began working independently with BluePoint, renewing her prior relationship with Mindy Craig forged during their time working together prior to Mindy's establishment of BluePoint Planning.

Selected Presentations

Presenter, Achieving Workplace Equity: Strategies for Moving from Awareness to Power Shift, ASLA National Conference (2022)

Speaker, River Access Walking Tour, Association of Bicycle and Pedestrian Professionals Conference (2019)

Education

University of Washington, Seattle, WA – Master of Landscape Architecture (MLA)

Smith College, Northampton, MA – Bachelor of Arts (BA), Architecture and Urbanism



Allisia Sandoval | Project Associate

Allisia Sandoval is a seasoned Project Associate with BluePoint Planning working on a range of projects, from equitable community outreach and engagement, climate resilience, graphic design and communications, and regional and state energy planning. In her current role, Allisia is an experienced associate responsible for the day-to-day support, communication, and timely progression of projects. Allisia offers support by managing schedules, producing draft deliverables of written documents, effective outreach material and engaging accessible activities.

Allisia is currently working on the **Contra Costa County Sea Level Rise Adaptation** leading the engagement effort for the Urban and Rural Delta Communities. Allisia has supported the outreach, engagement, communications, and recruitment of community cohort members. As the plan continues the cohorts will play a vital role ensuring the community is heard and represented in the plan.

Allisia is currently working with **Santa Cruz County** to complete their S**ea Level Rise Vulnerability Assessment and LCP Ammendment** study. Allisia is leading engagement, ensuring to bring in diverse perspectives throughout the County while managing complex stakeholder relationships to ensure this plan is grounded in community need while translating complex technical data into easy-to-understand activities. To promote transparency with the community, Allisia has designed and organized, community listening sessions, workshops, online activities, and a Community Working Group.

Allisia recently completed leading the engagement for the **Inland Regional Energy Network (I-REN) Business Plan Development**, engaging industry experts, community based organizations, and local governments to guide the focus and development of customer programs for the next cycle. Allisia previously supported I-REN in the development of their Strategic Pan and has supported in annual strategic updates including Staff and Executive Committee strategic retreats, industry and performance surveys, and stakeholder engagement.

Education

Bachelor of Science in Conservation Resource Studies with an emphasis in Environmental Science and Economics, University of California, Berkeley

Relevant Project Experience

- Contra Costa County Sea Level Rise Adaptation Plan, Contra Costa County, CA
- Santa Cruz County Sea Level Rise Vulnerability Assessment and Local Coastal Amendment, Santa Cruz County, CA
- Inland Regional Energy Network (I-REN) 2028-2035 Business Plan and 2023-2027 Organizational Strategic Plan, Inland Empire, CA
- City of Soledad Parks and Recreation Master Plan, Soledad, CA
- Bay Area Air Quality Management District, Strategic Plan Video Development, Bay Area, CA
- One Treasure Island Growing and Equitable Park System, Treasure Island/Yerba Buena Island, CA
- California Department of Food and Agriculture, Climate Resilience Strategy, CA
- City of Campbell Climate Action and Adaptation Plan, Campbell, CA



GREG MELTON, RLA, LEED AP
PRINCIPAL LANDSCAPE ARCHITECT

Greg Melton has been planning and designing recreation facilities for over 25 years, providing many north state cities and counties with successful design and planning services.

One of Greg's most valued assets is his ability to see and help clients understand the big picture of a project; how a person may experience a project site, understanding the relationship with a site's history and translating these aspects into a physical and visual experience that is informative, fun, and aesthetically pleasing. All good design ideas need to be vetted against our quality control. All projects deserve quality materials for longevity and operation.

EXPERIENCE

Melton Design Group, Inc.
Landscape Architects and Planners, Chico, CA – Principal
Land Image
Landscape Architects and Planners, Chico, CA – Principal

PROJECT EXPERIENCE

- Quigley Park, Fresno
- Radio Park, Fresno
- Mooretown Multi-Use Park, Oroville
- Chapman Park, Chico

Education

BS in Landscape Architecture, University of Davis 1990
BS in Horticulture and Recreation Planning, CSU Chico 1988

Registration

California Landscape Architect License #4217

Awards

2025 California Parks and Recreation Society (CPRS) Design Excellence Park Planning

2021 California Parks and Recreation Society (CPRS) Design Excellence Park Planning

Professional Affiliations

California Parks and Recreation Society
American Society of Landscape Architects



SARAH CROSSLEY
SENIOR PROJECT MANAGER

Sarah Crossley joined the MDG team in 2015. She is passionate about everything she does, including upcycling furniture, wood-working, gardening, nature walks and, most of all, designing people's spaces, both inside and out. She also studies Design Psychology, bringing the "WHY" into our design solutions, feeding the creativity and functionality of MDG designs.

Her background in architectural design brings a unique aesthetic to MDG, which can be seen through her mission to create spaces that allow the user to truly thrive. Sarah is an asset at managing and motivating our team and our projects. She is excited to take the next steps to obtain her Landscape Architect License.

PROJECT EXPERIENCE

- Westacre Park, West Sacramento
- Heritage Oaks Park, West Sacramento
- General Vang Pao Park, Merced
- Sunset Whitney Recreation Area, Rocklin

Education

BFA in Interior Architecture – CSU, Chico, 2015

AS in Interior Design – Butte Community College, Chico 2010

Committees / Activities / Affiliations

California Parks and Recreation Society

American Society of Landscape Architects - ASLA

Women in Construction (WIC) – 2022

MDG TEAM MEMBERS



MARISSA MILLIAN, Production Specialist
Melton Design Group, Inc.: 2024 to Present

Marissa joined the MDG team in January 2024. She is passionate about creating sustainable and visually appealing spaces, while bringing a unique blend of creativity and technical expertise to her work. Her commitment to thoughtful design prioritizes functionality and client experience. With a background in residential design, Marissa seamlessly integrates her creativity and fresh ideas into all her work. Whether designing parks or residential projects, her teamwork and dedication shines through in every project.

EDUCATION
BFA in Interior Architecture, CSU, Chico, 2017

SELECT PROJECT EXPERIENCE
- Corning City Plaza, Corning
- Galli Residence, Chico
- Westacre Park, West Sac.
- Heritage Oaks Park, West Sac.



JARED GIBSON, Irrigation Specialist
Melton Design Group, Inc.: 2021 to Present

After graduating from Cal Poly San Luis Obispo with a degree in landscape architecture, Jared began his career drafting plans for a landscape contractor in Chico. He then worked for a design-build firm in Roseville before joining the MDG Team in 2021. At MDG, he produces construction document sets, ensuring thoroughness, accuracy, and consistency throughout the whole process. His expertise lies in irrigation and planting design, and he is currently studying to become licensed as a landscape architect.

EDUCATION
BLA in Landscape Architecture, Cal Poly San Luis Obispo, 2014

SELECT PROJECT EXPERIENCE
- Hewitt Park, Oroville
- Radio Park, Fresno
- Chapman Park, Chico
- Riverside Park, Ukiah



JANELLE STONE, Marketing & Proposal Coordinator
Melton Design Group, Inc.: 2023 to Present

Janelle joined the MDG Team in 2023. After graduating from CSU, Chico with a degree in Music, she switched gears and started her career in human resources and marketing. She brings over 4 years of experience from the construction industry and 3 years of experience from Big Tech to the table. She has learned many versatile skills over the years and is very adaptable. Janelle's expertise and dedication to the team make her the go-to person for representing MDG at conferences, overseeing the company's marketing initiatives, project proposals and Master Plan Document Preparation.

EDUCATION
BA in Music, CSU, Chico, 2016

Item G.3

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Select and Award a Contract for the Swimming Pool Shade Structure Project

Meeting Date: November 18, 2026

Prepared By: Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Review and discuss pool shade structure options and select a pool shade design and vendor.

EXECUTIVE SUMMARY:

In June 2025, the Town of Discovery Bay was awarded $150,000 in Measure X Parks & Recreation funding from the Office of Supervisor Diane Burgis to fund improvement projects at the Community Center.

The first project involved removing the river rock in front of the pickleball courts and installing synthetic turf to create a more welcoming space for residents to sit and enjoy. This project was successfully completed in summer 2026 at a cost of $53,570 of which $44,081 was Measure X dollars and $9,489 was from the 2018 Parks Bond Act Per Capita Grant Program.

The second project is the selection and installation of a shade structure over the shallow end of the Community Center swimming pool. The addition of shade will help reduce direct sun exposure for children and other pool users, particularly those participating in swim lessons and recreational activities in the shallow end. Providing shade will improve comfort for families and patrons, support a safer and more enjoyable aquatic environment, and help mitigate prolonged exposure to ultraviolet (UV) radiation during the summer months. This improvement will enhance the overall usability of the pool facility and demonstrate the Town's continued commitment to public safety, community recreation, and the long-term improvement of its recreational amenities.

Staff obtained the following three proposals for the Committee's consideration:

1. **MRC/GameTime (Superior Shade)** - $77,709.19
2. **USA Shade** - $92,124.17
3. **Pacific Shade Sails** - $130,508.51

Staff recommends that the Board review the attached proposals and designs and select the preferred shade structure option for the Community Center swimming pool.

FISCAL IMPACT:

$105,919 in Measure X Parks & Recreation Funding remains available and must be completely expended or returned to Contra Costa County.

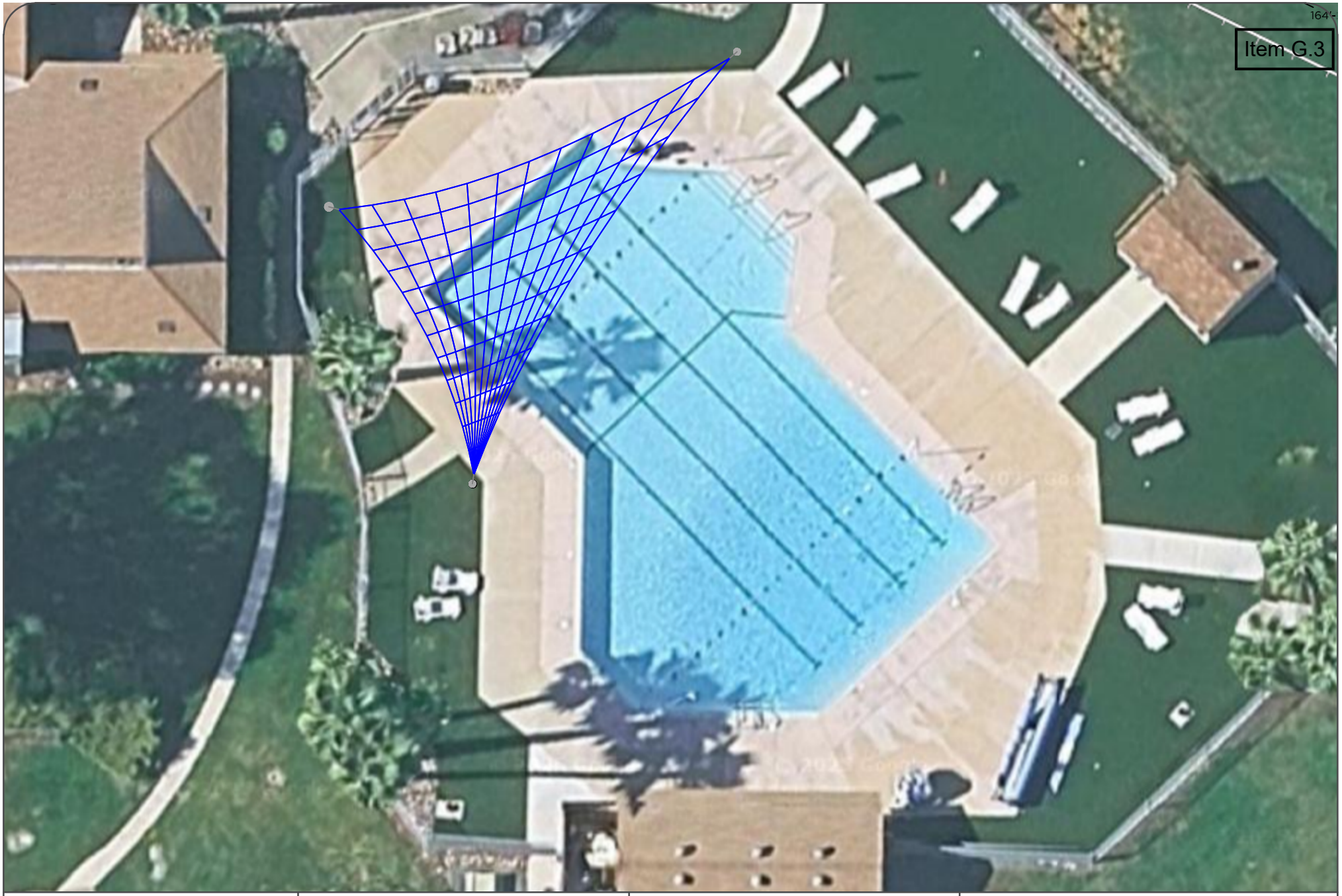
If the Pacific Shade Sails quote is selected $24,589.81 in funding is available from the 5-Year CIP to cover the balance.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. MRC/GameTime (Superior Shade) Quote and Design
2. USA Shade Quote and Design
3. Pacific Shade Quote and Design
4. Presentation



Superior Shade

PROJECT NAME
DISCOVER BAY COMMUNITY CENTER

QUOTE
QUO0312129

TITLE
Proposal

DATE
8/29/2025

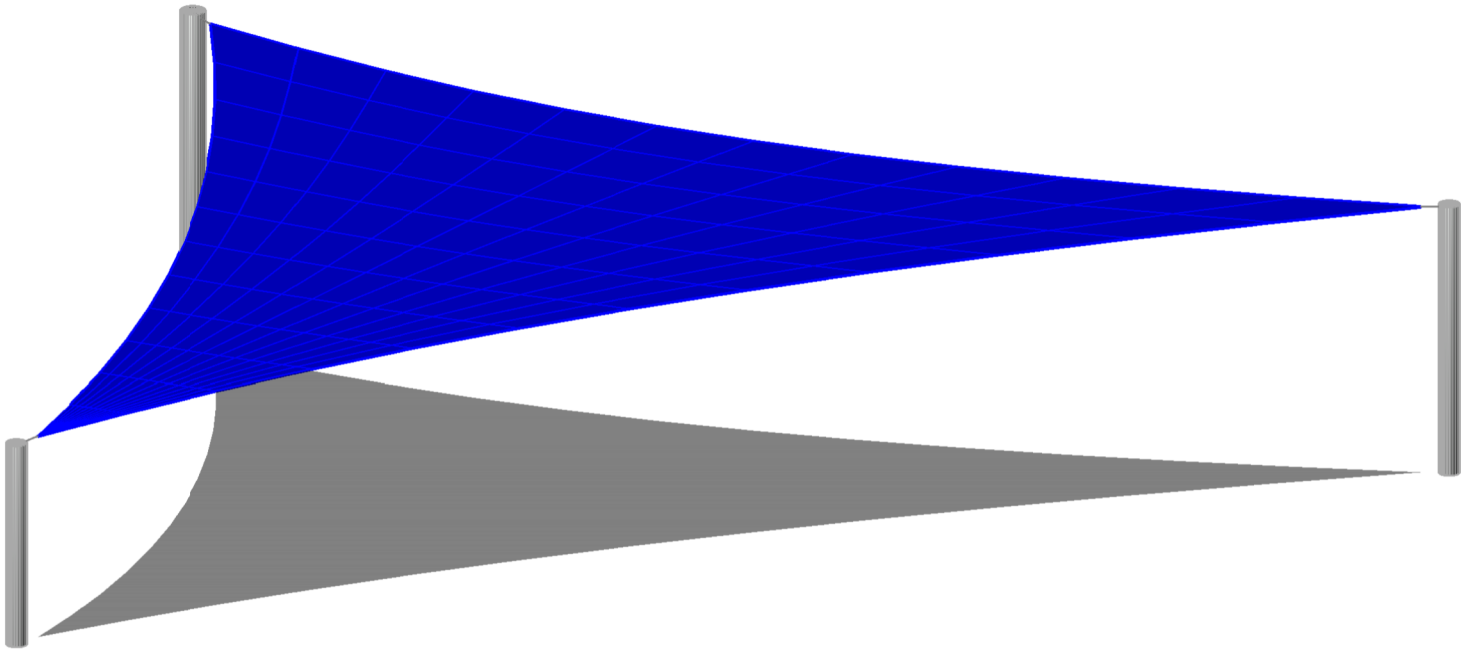
DRAWN BY
JSJ

SCALE
Not to Scale

SHEET
1 of 1

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.

Item G.3



Superior Shade

PROJECT NAME
DISCOVER BAY COMMUNITY CENTER

QUOTE
QUO0312129

TITLE
Proposal

DATE
8/29/2025

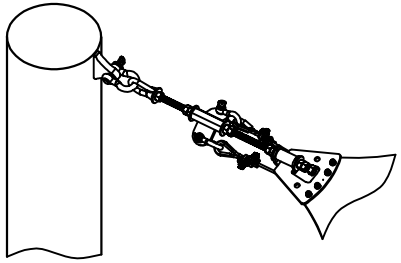
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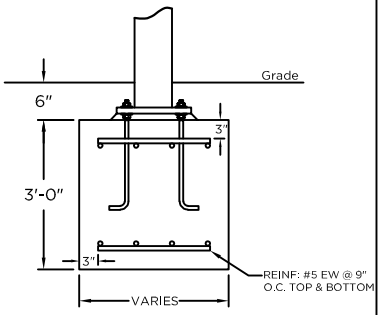
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Item G.3



Fabric Connection

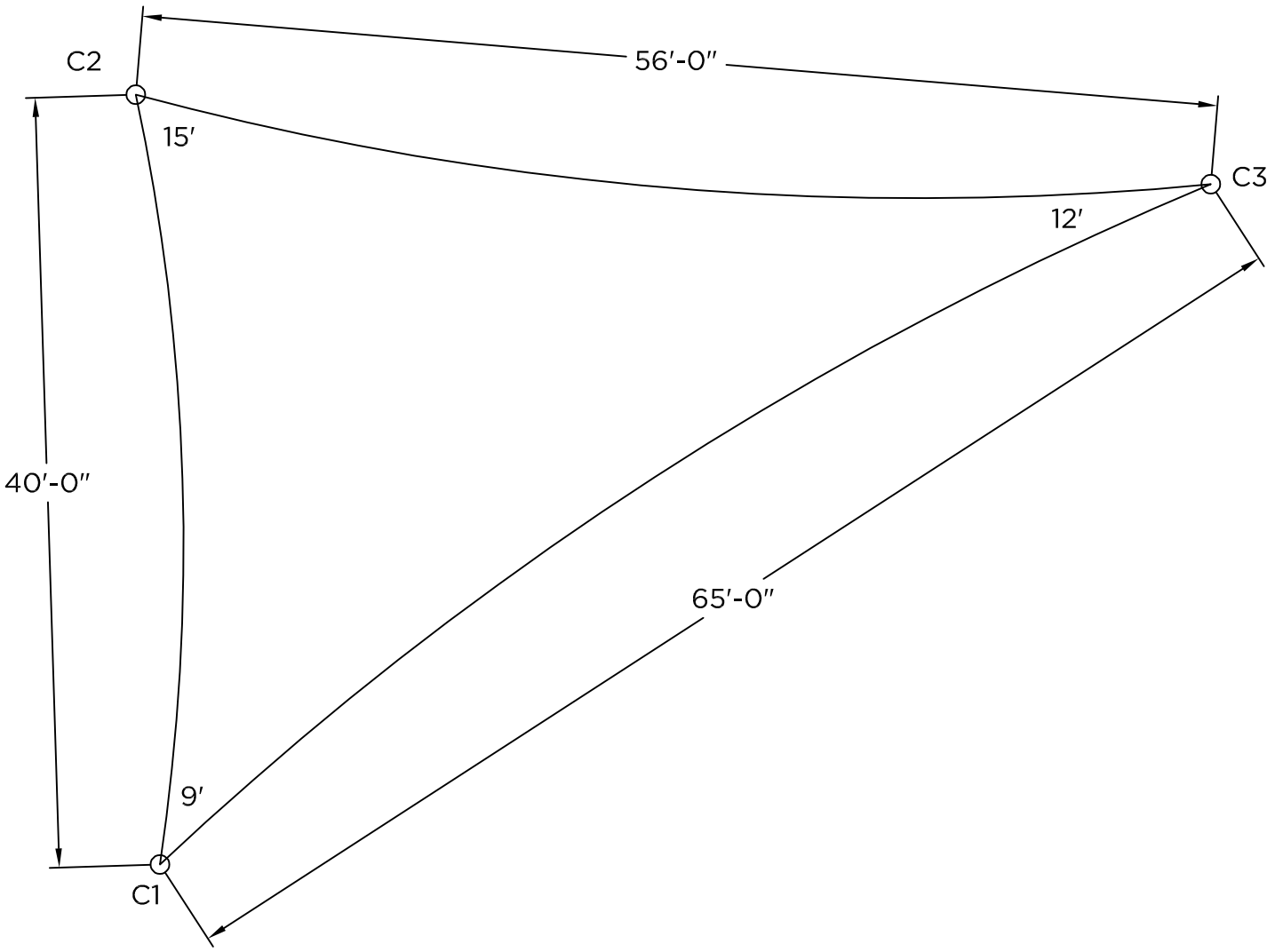


Footer Detail

FOUNDATION NOTE: ALL FOUNDATION SIZES ARE ESTIMATIONS ONLY ACTUAL SIZING SHOULD BE DETERMINED BY A LOCALLY QUALIFIED STRUCTURAL ENGINEER PRIOR TO INSTALLATION.

Column & Footing Schedule

Column ID	Column Size	Est. Footing Size
C1	10" Sch. 40	5.2' X 5.2' X 3.0'
C2	12.75" OD HSS	6.3' X 6.3' X 3.0'
C3	10" Sch. 40	5.7' X 5.7' X 3.0'
C4	N/A	N/A
C5	N/A	N/A
C6	N/A	N/A
C7	N/A	N/A
C8	N/A	N/A
C9	N/A	N/A
C10	N/A	N/A



Superior Shade

PROJECT NAME
DISCOVER BAY COMMUNITY CENTER

QUOTE
QUO0312129

TITLE
Proposal

DATE
8/29/2025

DRAWN BY
JSJ

SCALE
Not to Scale

SHEET
1 of 1

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Superior Shade

Material Specifications, Warranty, and Policies

Material Specifications

Fabric

- Shade fabric is made of UV stabilized cloth manufactured by Alnet Americas or approved equal
- The high density polyethylene material shall be manufactured with tensioned fabric structures in mind
- The fabric knit is to be made using monofilament and tape filler which has a weight of 9.38 to 10.32 oz. sq. yd. Material to be Rachel-knitted to ensure material will not unravel if cut
- Cloth meets fire resistance tests as follows:

  Alnet Americas Extra Block: California State Fire Marshall Reg. #F-93501

  Others: NFPA 701-99 (Test Method 2) and ASTM E-84

Fabric Properties

Stretch	Stentored
Tear Tests (lbs/ft)	WARP 44.8 WEFT 44
Burst Tests (lbs ft)	828 lbf (ASTM 3786)
Fabric Weight (oz/sqFT)	Avg 1.02 to 1.07 oz.
Fabric Width	9′ 10″
Roll Length	150′
Roll Size	63″ x 16 ½″
Weight	120 lbs.
Life Expectancy	10 Years
Fading	Minimum Fading After 6 years, 3 Years for Red and Yellow
Min. Temperature	-77˚
Max. Temperature	+167˚

Shade Protection and UV Screen Protection Factors

Color	Shade Cover	UVR Block Out
True Blue	93%	89%
Beige	97%	87%
Forest Green	96%	94%
Sun Blaze	94%	91%
Silver	95%	93%
Rivergum Green	88.7%	92.9%
Sky Blue	89%	92.2%
Navy Blue	93.6%	94.4%
Turquoise	86%	91.5%
Yellow	77.6%	95.5%

To view a complete list of fabrics, please reference the Color Options page of our catalog by clicking here.

Thread

- Shall be 100% expanded PTFE fiber that is high strength and low shrinkage
- Shall have a wide temperature and humidity range
- Abrasion resistant and UV radiation immunity
- Shall be unaffected by non-hydrocarbon based cleaning agents, acid rain, mildew, chlorine, saltwater, and pollution
- Lockstitch thread – 1200 Denier or equal
- Chain stitch thread – 2400 Denier or equal

Superior Shade

Steel Tubing

- All fabricated steel must be in accordance with approved shop drawings and calculations
- All steel is cleaned, degreased, or etched to ensure proper adhesion of Superdurable powder coat in accordance with manufacturer's specifications
- All Steel used on this project needs to be new and accompanied by the mill certificates if requested. Structural steel tubing up to 5"-7 gauge shall be galvanized per Allied Steel FLO-COAT specifications. Schedule 40 black pipe fabrications shall be sand-blasted and primed as described below
- All non-hollow structural shapes comply with ASTM A-36, unless otherwise noted
- All hollow structural steel shapes shall be cold formed HSS ASTM A-53 grade C, unless otherwise noted
- Plate products shall comply with ASTM A-36

Superdurable Powder Coat and Primer

- All non-galvanized steel shade to be sand-blasted and primed prior to Superdurable powder coating using reclaimable blast media in a mixture of GL50 & GL80 Steel Grit
- All non-galvanized steel must be coated with rust inhibiting primer prior to applying the Superdurable powder coat. Primer shall be Marine Grade Cardinal Industrial Finishes Corp. E396–GR1372 epoxy Superdurable powder coating semi-gloss smooth zinc rich primer
- Welds shall be primed with rust inhibiting primer prior to applying the Superdurable powder coat. Primer shall be Marine Grade Cardinal Industrial Finishes Corp E396-GR1372 epoxy Superdurable powder coating semi-gloss smooth zinc rich primer
- All steel parts shall be coated for rust protection and finished with a minimum 3.5 mil thick UV-inhibited weather resistant Superdurable powder coating

Powder Coat Tests		Results
ASTM	Gloss at 60˚	85-95
HOI TM 10.219	PCI Powder Smoothness	7
ASTM D2454-91	Over-Bake Resistance Time	200%
ASTM D3363-92A	Pencil Hardness	H-2H
ASTM D2794-93	Dir/Rev Impact, Gardner	140/140 in/lbs
ASTM D3359-95B	Adhesion, Cross Hatch	5B Pass
ASTM D522-93A	Flexibility Mandrel	¼" dia. No fracture
ASTM B117-95	Salt Spray	1,000 hours
UL DtOV2	Organic Coating Steel Enclosures, Elect Eq.	Recognized

Powder Coat Process Characteristics

N.3.1	Specific Gravity	1.68+/-0.05
N.3.2	Theoretical Coverage	114+/- 4 ft 2/lb/mil
N.3.3	Mass Loss During Cure	<1%
N.3.4	Maximum Storage Temperature	75˚ F

Application Criteria

N.5.1	Electrostatic Spray Cold	Substrate:0.032 in. CRS
N.5.2	Cure Schedule	10 minutes at 400˚ F
N.5.3	Pretreatment	Bonderite 1000
N.5.4	Film Thickness	3.5 Mils

Welds

- All shop welds shall be executed in accordance with the latest edition of the American Welding Society Specifications
- Welding procedures shall comply in accordance with the AWS D1.1-AWS Structural Welding Code-Steel
- All welds to be performed by a certified welder. All welds shall be continuous where length is not given, unless otherwise shown or noted on drawings
- All welds shall develop the full strength of the weaker member. All welds shall be made using E70xx.035 wire
- Shop connections shall be welded unless noted otherwise. Field connections shall be indicated on the drawings. Field welded connections are not acceptable
- All fillet welds shall be a minimum of ¼" unless otherwise noted
- All steel shall be welded shut at terminations to prevent internal leakage
- Internal weld sleeving is not acceptable
- On-site welding of any component is not acceptable

Sewing

- On-site sewing of a fabric will not be accepted
- All corners shall be reinforced with extra non-tear cloth and strap to distribute the load
- The perimeters that contain the cables shall be double lock stitched

Installation Hardware

- Bolt and fastening hardware shall be determined based on calculated engineering loads
- All bolts shall comply with SAE-J429 (Grade 8) or ASTM A325 (Grade BD). All nuts shall comply with ASTM F-594, alloy Group 1 or 2
- Upon request, Stainless Steel hardware shall comply with ASTM A-304
- 1/4" galvanized wire rope shall be 7x19 strand with a breaking strength of 7,000 lbs. for shades generally under 575 sq. ft. unless requested larger by the customer. For shades over 575 sq. ft., cable shall be 5/16" with a breaking strength of 9,800 lbs. Upon request, 1/4" Stainless Steel wire rope shall be 7x19 strand with a breaking strength of 6,400 lbs. 5/16" Stainless Steel wire rope shall be 7/19 strand with a breaking strength of 9,000 lbs.
- All fittings required for proper securing of the cable are hot dipped galvanized

Concrete

- Concrete work shall be executed in accordance with the latest edition of American Concrete Building Code ACI 318 unless specified by the governing municipality
- Concrete specifications shall comply in accordance with, and detailed as, per plans as follows:

    1. 28 Days Strength F'c = 2500 psi
    2. Aggregate: HR
    3. Slump: 3-5
    4. Portland Cement shall conform to C-150

CONCRETE CONTINUED ON NEXT PAGE

5. Aggregate shall conform to ASTM C-33

- All reinforcement shall conform to ASTM A-615 grade 60
- Reinforcing steel shall be detailed, fabricated and placed in accordance with the latest ACI Detailing Manual and manual of Standard Practice
- Whenever daily ambient temperatures are below 80˚ F, the contractor may have mix accelerators and hot water added at the batch plant (see table)
- The contractor shall not pour any concrete when daily ambient temperature is below 55˚ F

Concrete Temperate Chart

Temperature Range	% Accelerator	Type Accelerator
75-80˚	1%	High Early (non calcium)
70-75˚	2%	High Early (non calcium)
Below 70˚	3%	High Early (non calcium)

Footings

- All anchor bolts set in new concrete shall be ASTM A-307, or ASTM F-1554 if specified by engineer
- All anchor bolts shall be zinc plated unless specified otherwise
- Footing shall be placed in accordance with and conform to engineered specifications and drawings

Superior Shade

Shade Warranty

Superior Recreational Products (SRP) warrants that its product will be free from defects in materials and workmanship as well as maintain structural integrity for the periods listed below from the date of invoice and once SRP has been paid in full. This warranty is in effect only if the product has been assembled and installed strictly in accordance with the setup instructions provided by SRP, good construction practices, general maintenance and care is provided as per instructions in the customer packet, and has been subjected only to normal use and exposure. Product should be maintained per the instructions given at time of delivery.

- **LW** Lifetime* Warranty on stainless steel hardware
- **20** 20-Year Limited Warranty on framework
- **10** 10-Year Limited Warranty on fabric
- **5** 5-Year Limited Warranty on powder coat
- **1** 1-Year Limited Warranty on cables
- **1** 1-Year Limited Warranty on materials not above

The Limited Warranty excludes abnormal conditions, contingent liability, cosmetic defects such as scratches, dents, marring, stripping, peeling, or fading; damage due to incorrect installation, vandalism, misuse, accident wear and tear from normal use; exposure to extreme weather, immersion in salt or chlorine water, damage due to sand, salt spray, or other abrasive and corrosive material; unauthorized repair or modification, abnormal use, or lack of maintenance. The warranty does not cover damages due to “acts of God” such as hail, flooding, lightning, tornadoes, sand storms, shifts of terrain, earthquakes, mudslides, and windstorms.

SRP does not warrant product for defects caused by erection, harsh site conditions, lack of maintenance, and/or other conditions beyond SRP’s control. SRP will not be held responsible for any materials that were not properly stored prior to installation. SRP reserves the right to void the limited warranty if it not installed per the installation instructions and/or unauthorized modifications.

In the unlikely event of failure, SRP reserves the right to alter the design, color, or contributing factors to rectify the condition and help prevent any future reoccurrence(s). SRP has the option to repair or replace any defect in materials.

The warranty is void if any changes, modifications, additions, or attachments are made to the product without the written consent of the manufacturer.

No signs, objects, ornaments, fans, lights, fixtures, or decorations may be hung from the structure unless specifically designed and engineered by the manufacturer or has manufacturers written approval.

SRP excludes any implied warranty of merchantability, fitness, or purpose, and there are no warranties which extend beyond the description of the face hereof. Under no circumstances will SRP be responsible for any indirect, special, consequential, incidental, or liquidated damages due to breach of warranty and such damages are specifically excluded from the warranty.

The owner shall notify SRP with original Sales Order Number issued from SRP to arrange for an inspection within 30 days after discovery of any defect under this warranty and before any alteration or repair is made or attempted. This Limited Warranty shall be null and void if the owner makes any alterations in design.

This warranty is the only express warranty given by the company. No person has authority to change or add to these obligations and liabilities. The company reserves the right to determine whether the fault is caused by faulty workmanship, material, or the part that is defective.

SRP will repair or replace at its discretion any defective part/s on an Ex-Works basis only. It is the responsibility of the customer to return the whole unit or the defective part/s at their own cost back to SRP for inspection along with proof of the date of purchase. SRP will not be liable for any costs incurred by the customer as a result of replacing the defective part/s, including but not limited to the costs of site visits and the labor costs involved with the removal and reinstallation of the whole unit or the defective part/s. Furthermore SRP will not be liable for any claimed compensation while the unit is not working or not present at the site whatsoever. This guarantee does not entitle the customer to a complete new product due to a defective component.

Limited Warranty: Structural Steel

SRP offers a 20-year Limited Warranty on structural steel frames for shade canopies against failure due to rust-through corrosion under normal environmental conditions. Should the fabric or parts need to be replaced under the warranty, SRP will manufacture and ship new replacement parts at no charge for the first ten years, thereafter pro-rated at 10% per annum over the last ten years.

Workmanship is warranted for a period of five years. This steel warranty shall be void if damage to the steel is caused by the installer or from physical damage, damage by salt spray or sprinkler systems, contact with chemicals, chlorine, pollution, misuse, vandalism, or any act of God.

Limited Warranty: Powder Coat

Superior Recreational Products offers a 5-year Limited Warranty for powder coating to the original purchaser. This Limited Warranty is for factory applied finish only. Damage occurring from shipping, erection, vandalism, accidents, or field modification is not covered in this limited warranty and will require field touch-up immediately and periodically thereafter. The owner must report any defect in powder coat at the time the installation is completed. Not covered by this Limited Warranty are acute angles, welds, and end plates.

The Limited Warranty for powder coating provides the following after a 5-year exposure period when applied according to the recommendations listed on the product's technical data sheet and appropriate surface preparation has been utilized.

- The coatings shall retain their original color with a ΔE of <7.5 units for high chroma colors (yellows, reds, oranges, etc.) and a ΔE of<5.0 units for low chroma colors, when tested in accordance with ASTM D 2244.
- The coating shall retain a minimum of 50% of its original gloss level after washing, when tested in accordance with ASTM D 523.
- The coating shall exhibit chalking no worse than numerical rating of 6, when evaluated in accordance with ASTM D 659-80.

Limited Warranty: Shade Fabric

Traditional shade fabric made with PTFE fiber that is high strength and low shrinkage and VALMEX® MEHATOP F 1 waterproof fabric carry a 10-year limited warranty. This warranties that the sewing thread used on the traditional shade fabric will be free from defects in material and workmanship and will not be damaged by exposure to sunlight, weather, and water. All other warranties are disclaimed.

SRP fabrics carry a 10-Year Limited Manufacturer's Warranty from the date of delivery against failure from significant fading**, deterioration, breakdown, outdoor heat, cold, or discoloration. Should the fabric need to be replaced under the warranty, SRP will manufacture and ship new fabric at no charge for the first six years, thereafter pro-rated at 18% per annum over the last four years. **The colors red and yellow are warranted against significant fading for only two years.

If the corners of the fabric are equipped with both holes in the fabric corner PLUS reinforcing straps, BOTH the strap and fabric hole must be placed over each corner hook or the fabric warranty is void.

Fabric curtains, valences, or flat vertical panels are not covered under the warranty.

Fabric is not warranted where it is installed on a structure that is not engineered and built by SRP or its agents.

This warranty shall be void if damage to or failure to the shade is caused by contact with chemicals, chlorine, bleaching agents, hydrocarbons or hydrocarbon containing solvents, misuse, vandalism, or any act of God, including but not limited to wind in excess of the wind limitations set forth below.

All fabric tops are warranted for sustained winds up to 76 mph (Hurricane Force 1) and for gusts of up to 3 seconds duration up to 90 mph. Removal of the shade fabric is required if damaging winds are called for. Damage due to snow and/or ice accumulation is not covered by this warranty. Canopies should be removed during the "off season."

These structures have been designed to eliminate any friction between the rafters and the fabric. The warranty will, therefore, be voided if any modification (temporary or permanent) is made to the rafter, cross pieces, or ridge beams, or if the fastening apparatus or canopy are not secured accordingly.

Structures are warranted for winds up to 90 or 105 mph only if shade canopies have been removed as per requirement set forth above in the fabric paragraph. Removal and re-installation must be performed by a qualified person or authorized dealer.

**For the purpose of this warranty, lifetime encompasses no specific term of years, but rather that seller warrants to its original customer for as long as the original customer owns the product and uses the product for its intended purpose that the product and all parts will be free from defects in materials and manufacturing workmanship. This warranty does not cover damage caused by vandalism, misuse or abuse, altered or modified parts, or cosmetic damage such as scratches, dents, or fading or weathering and normal wear and tear. This warranty is valid only if the structures are installed in conformity with instructions provided by Superior Recreational Products using approved Superior Recreational Products parts. Superior Recreational Products will deliver the repaired or replacement part or parts to the site free of charge, but will not be responsible for labor or the labor costs of replacement. Warranty claims must be filed within the applicable warranty period and accompanied by a sales order or invoice number.*

Policies

Pricing Policy

All prices are F.O.B. factor and do not include freight, installation, shipping and handling, surfacing, or applicable taxes. All prices listed were current at the time of printing and in U.S. currency. Prices are subject to change without notice.

Cancellation and Return Policy

To view our return policy, please visit superiorrecreationalproducts.com/returns. For information on Return Material Authorizations please call 1.800.327.8774.

Shipping Policy

To view our shipping policy, please visit superiorrecreationalproducts.com/shipping. For any further information please call 1.800.327.8774.

Appendix

Proper Care, Maintenance, and Safe Removal of the Shade Canopy

THINGS TO AVOID

SNOW, ICE, AND HIGH WINDS: Remove the canopy in winter conditions as ice and snow loads are not covered by the warranty. The same goes for winds in excess of hurricane force 1.

SHARP OBJECTS: Always avoid dragging the fabric across surfaces, etc. Roll or fold the fabric and carry it. Avoid sharp objects, bolts, snags, and other protrusions including mounting hardware.

OBSTRUCTIONS: Keep foliage, such as tree limbs, shrubbery, and bushes, trimmed back and away from fabric at least three to four feet.

SOURCES OF HEAT: Avoid contact with heat sources such as hot lights, torches, and avoid using grills, etc. under the fabric or fireworks near the fabric..

SLACK CABLE IN CANOPY: Canopies with loose cables can fail.

CLEANING THE FABRIC

The fabric itself is generally maintenance free with the exception of necessary removal due to weather or seasonal requirements. The fabric does not harbor mildew or mold, but residues such as tree sap, leaves, bird droppings, dust and dirt may need to be removed. To clean the fabric, use water and mild soap. A soft mop or soft broom may also be used. Cleaners that do not contain hydrocarbons, solvents, bleach or ammonia may be used. Use of solvents, hydrocarbons, bleach, and ammonia type cleaners will void the fabric warranty. A pressure washer may be used if necessary using a wide-spray nozzle.

CABLES AND HARDWARE

It is recommended that the cables be replaced every 3 to 4 years or if corrosion is visible, whichever comes first. Canopy cables that are not maintained at optimum tension will be subject to shorter lifespans and potential failures earlier than our recommend cable replacement scheduling. The cable ends must be wrapped with tape to secure any wires; thus, preventing the wires from tearing the fabric. Taping must be done when removing old cable as well as when installing new cable. Clamps should be replaced when the cable is replaced. If the cable appears slack on a still day (no wind), immediately have the cable and clamps re-tightened by a qualified person. The cable should not be slack.

GLIDE ELBOW™

Lubricate Glide Elbows™ annually and before operating. A waterproof grease is recommended such as a lithium-based grease or anti-seize thread lubricant.

STORAGE

Fabric must be stored in a clean, dry place free from snags, sharp edges, etcetera. The storage area must be rodent-free. Wrap all hardware fittings with rags or some other protector, as they can damage the fabric.

UNINSTALLING THE SHADE CANOPY

NECESSARY CARE: It is important to take necessary care when handling the fabric during removal and installation to prevent damage to the fabric as well as SAFE control of the fabric in a breeze or wind. The fabric is tough and engineered for use as a shade, but it can tear or cut when or if pulled over a snag or sharp item; it can puncture from bolts or other protruding objects; and it can melt from objects such as like cigarettes, matches, hot torch tips, sparks and the like. In addition, care must be exercised to avoid the fabric hooks after the fabric is unhooked from the elbow corners and sides of the structure where there are intermediate supports. It is best to wrap any connected mounting hardware to prevent it from harming the fabric.

PROPER AND SAFE: Based on the size of the canopy, several persons may be needed to properly and safely handle the fabric during the uninstalling process. You will need several commercial ladders or other means to work safely at heights such as scissor lifts, etc. It is advised that you pad the post side of the ladder and tie the ladder to the post. The pad is to protect the post finish. Also keep in mind that every 100 square feet of fabric (10' X 10') weighs approximately five pounds; a large canopy can get heavy fast. For proper control of the fabric, read below. It is best to remove the fabric on a still day. Do not attempt to remove the canopy in strong or gusty winds.

REMOVAL OF THE CANOPY: Do not attempt to remove the canopy in strong or gusty winds.

STANDARD ELBOWS: For shade structures with Standard Elbows, loosen the turnbuckle several turns in order to put enough slack in the cable to allow the fabric and cable to unhook from all the elbow hooks. Attach 3/8" or larger ropes to each corner of the fabric and cable before unhooking to secure and properly control the fabric from ground level. If uninstalling in breezy conditions, choose the windy side of the fabric and tie these corners to the posts with the ropes with enough slack to allow for unhooking the fabric from the structure. These ropes are to prevent the shade from flying away in the breeze and to help prevent injury to ground personnel. Once the corners have been secured to the posts, unhook the fabric and cables from each corner.

On the side away from the wind, release the corners of the fabric and cable and have a person hold on to each rope. It may help to wrap the rope around a column to help hold it from getting caught in the wind. Fold the fabric back away from the hooks. Now it will be necessary to remove the cable clamps to allow the cable to be free from the structure and the turnbuckle. If the cable ends are frayed, wrap them with tape. It is usually not necessary nor is it recommended that the cable be removed from the canopy. With a person on each rope, starting at the windy side, gently pull the canopy down in between the framework of the structure. The side away from the wind can be guided with the ropes toward the persons pulling the canopy down.
It is important when reinstalling the canopy, that it is put back in its original orientation to the structure. Starting at the turnbuckle corner, the fabric and cable corners should be returned to their original positions.

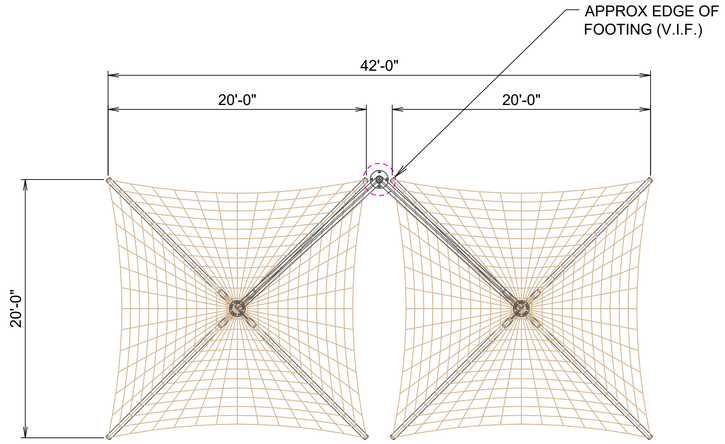
GLIDE ELBOWS: For shade structures with Glide Elbows, remove the protective covers from the ends of the glide elbows. Then, using the proper wrench, turn the hex nuts on the end of the Glide Elbow to run the glide hooks to their top most position. Do no loosen the cable clamps, leave the cable intact. Attach 3/8" ropes to each corner of the fabric and cable before unhooking to secure and properly control the fabric from ground level. If uninstalling in breezy conditions, choose the windy side of the fabric and tie these corners to the posts with the ropes with enough slack to allow for unhooking the fabric from the structure. These ropes are to prevent the shade from flying away in the wind and to help prevent injury to ground personnel. Once the corners have been secured to the posts, unhook the fabric and cables. On the side away from the wind, release the corners of the fabric and cable and have a person hold on to each rope. Fold the fabric back away from the hooks. It is a good idea to put the Glide Elbow protective covers back in place. With Glide Elbow installations it is not necessary to loosen or remove the cable clamps nor to remove the cable from the canopy. If the cable ends are frayed, wrap them with tape.
When uninstalling the canopy, mark or identify the corner of origin in such a way that when reinstalling the canopy, it is put back in its original orientation to the structure. The fabric and cable corners should be returned to their original positions when reinstalling the canopy. The cable and fabric should tighten properly when the glide elbows are adjusted down into their tension positions.

SHADE SAILS WITH FANS: For shade sails equipped with fans, loosen the adjustable threaded rod several turns in order to put enough slack in the cable to allow the shackle pin to be removed (do not remove the pins until the fabric corners have been secured with ropes). Attach 3/8" or larger ropes to each corner of the fabric and fan before unhooking to secure and properly control the fabric from ground level. If uninstalling in breezy conditions, choose the windy side of the fabric and tie these corners to the posts with the ropes with enough slack to allow for unhooking the shackle from the structure. These ropes are to prevent the shade from flying away in the breeze and to help prevent injury to ground personnel. Once the corners have been secured to the posts, unhook the shackles and lower the fabric and cable to the ground.

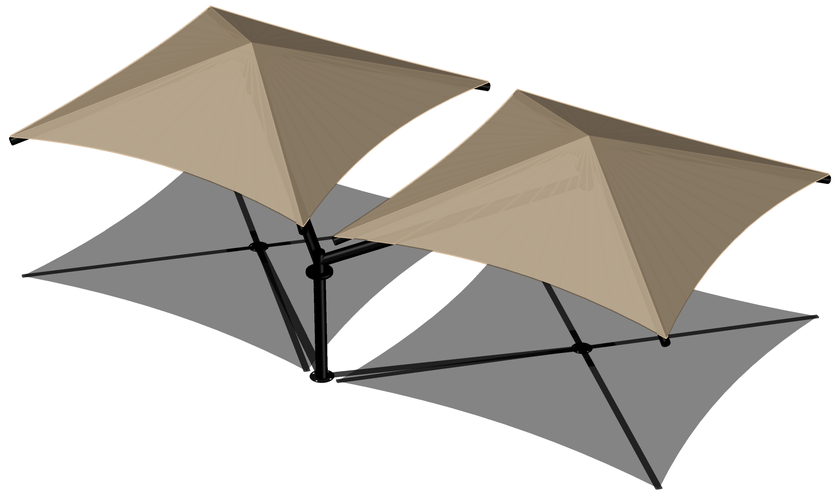
REINSTALLING HINTS

Using the same rope technique, install from the windy side (if it is breezy) making sure to secure these ropes to the posts. Then, throw the remaining corner ropes over the structure and gently pull the canopy into position. The cables and fabric corners can now be fastened on the hooks (and cable guides if so equipped). Next reinstall the clamps if applicable and tightened the cable with the turnbuckle or the Glide Elbows. Do not attempt to install the canopy in strong or gusty winds.

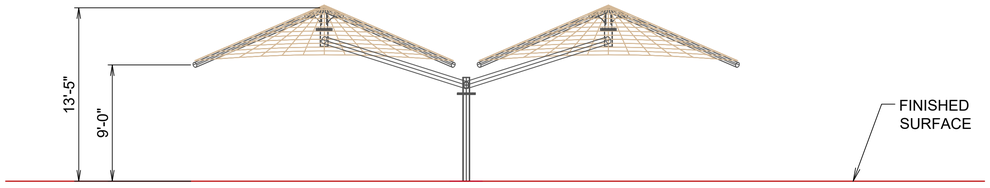
PLAN NORTH



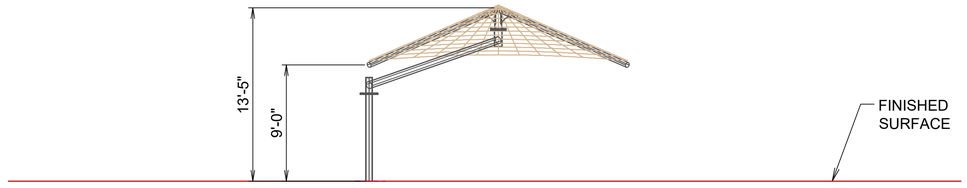
PLAN VIEW



PERSPECTIVE VIEW



SOUTH ELEVATION



WEST ELEVATION

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF USA SHADE AND FABRIC STRUCTURES AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

USASHADE

CORPORATE HEADQUARTERS
2580 ESTERS BLVD., SUITE 100
DFW AIRPORT, TX 75261
800-966-5005

CERTIFICATIONS:
IAS CERTIFICATION No: FA-428
CLARK COUNTY MANUFACTURER CERTIFICATION NUMBER (NEVADA): 355

CUSTOMER:
TOWN OF DISCOVERY BAY

PROJECT NAME:
DISCOVERY BAY POOL

LOCATION:
1601 DISCOVERY BAY BLVD
DISCOVERY BAY, CA 94505

STRUCTURE TYPE:
CUSTOM SPP CANTI DOUBLE

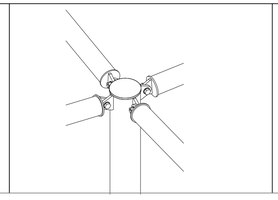
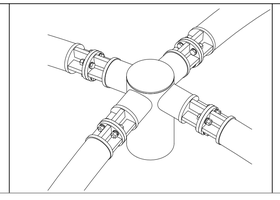
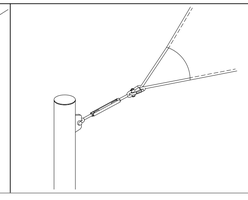
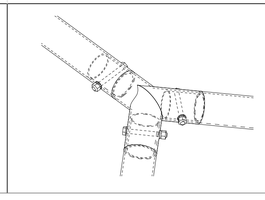
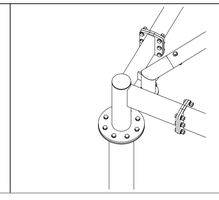
SIZE:
20'w X 9'e

DESCRIPTION	REV	DATE	DRW	CHK	ENG

Drawn By :	YH	09/18/26
Checked By :	YH	09/18/26
Approved By :	YH	09/18/26

As manufactured and installed by:
USA SHADE

Contact:
Rob Leuer
(559) 474-0003, (800) 966-5005
rob.leuer@usa-shade.com

Notes:

-All structures will have bolted connections for shipping and installation purposes.

-Standard details being shown as an example. Final details t.b.d. during final Engineering phase.

-All dimensions and heights must be field verified prior to any final design, fabrication or installation work.

DRAWING DESCRIPTION:
VIEWS

DWG.
CA0826RL30538

PAGE
1000

REV.

Item G.3

Discovery Bay Community Center Pool Shade Structure Proposal

10/14/2026

Pricing Valid for 21 Days

Project Information:				**Sales Information:**	
Purchaser:	Town of Discovery Bay	**Contact:**	Monica Gallo	**Sales Rep:**	Rob Leuer
Project Name:	Discovery Bay Pool Shade - Discovery Bay, CA	**Phone:**	(925) 727-2167	**Phone:**	(559) 474-0003
Quote No:	CA0826RL30538-R0	**Email:**	mgallo@todb.ca.gov	**Email:**	Rob.leuer@usa-shade.com
Billing Address Information:		**Shipping Address Information:**		**Jobsite Information:**	
Name:	Town of Discovery Bay	**Name:**	Discovery Bay Community Center	**Name:**	Discovery Bay Community Center
Address:	1601 Discovery Bay Boulevard	**Address:**	1601 Discovery Bay Blvd.	**Address:**	1601 Discovery Bay Blvd.
City:	Discovery Bay	**City:**	Discovery Bay	**City:**	Discovery Bay
State:	CA	**State:**	CA	**State:**	CA
Zip Code:	94505	**Zip Code:**	94505	**Zip Code:**	94505
Contact:	Monica Gallo	**Contact:**	Monica Gallo	**Contact:**	Monica Gallo
Email:	mgallo@todb.ca.gov	**Email:**	mgallo@todb.ca.gov	**Email:**	mgallo@todb.ca.gov
Phone:	(925) 727-2167	**Phone:**	(925) 727-2167	**Phone:**	(925) 727-2167

CORPORATE ADDRESS:

2580 Esters Blvd., Suite 100 DFW Airport, TX 75261

MAILING ADDRESS:

P.O. Box 3467 Coppel, TX 75019

REMITTANCE ADDRESS:

P.O. Box 734158 Dallas, TX 75373-4158

CALIFORNIA:

1085 N. Main Street, Suite C
Orange, CA 92867

ARIZONA:

2415 S. 18th Place
Phoenix, AZ 85024

NEVADA:

3111 So. Valley View Blvd. Suite B-117
Las Vegas, NV 89102

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Item G.3

PRODUCTS						
DESCRIPTION		**DETAILS**			**UNIT PRICE**	**TOTAL**
20' x 40' Single Post Pyramid Double		Model Number	Dimensions	Entry Height		
QTY	**IMAGE**	144 Single Post Pyramid Cantilever	20' SPPC Double 20'x40'	9'		
1		Fabric Type	Fabric Color	Electrical Provisions	$32,597.99	$32,597.99
		Commercial_95FR	Desert Sand	Excluded		
		Steel Finish	Steel Color	Cable/HDW Finish		
		Coastal Primer w/ Powder Coating	Black	Galvanized		
		Footing Type	Mounting Type	Anchor Bolts		
		Drilled Pier	Recessed Base Plate	Included		
UNIT TOTAL:						$32,597.99

PRICING TOTALS:	
Unit Total	$32,597.99
Shipping/Handling *Subject to market fluctuation	$5,014.04
SUBTOTAL	$37,612.03
Sales Tax 8.75%	$3,291.05
Design/Engineering/PM	$3,500.00
Installation	$47,721.09
TOTAL PRICE	$92,124.17

PAYMENT TERMS

Payment terms subject to credit evaluation and approval

ENGINEERING REQUIREMENTS

Building Code	**Wind Loads**	**Snow Loads**
CBC2025	115MPH	5PSF

ENGINEERING NOTES

SCOPE OF WORK/NOTES

INCLUSIONS / EXCLUSIONS

INCLUDED / EXCLUDED	ENGINEERING REQUIREMENTS	INCLUDED / EXCLUDED	INSTALLATION - MISCELLANEOUS
Included	**Sealed Drawings & Calculations**	Included	**Prevailing Wage / Certified Payroll**
Excluded	**Permit Submittal**	Excluded	**Union Wages**
Excluded	**Permit Fee**	Excluded	**Fencing**
Excluded	**DSA Submittal & Fees**	Excluded	**Water and Electrical**
Included	**Design and Engineering of Structure**	Excluded	**Landscape Repair**
Included	**Design and Engineering of Foundation**	Excluded	**Demolition (Existing Structures)**

Excluded	**Reactions and Loads for attachment to Walls, Rooftops, or Other**	Included	**Payment and Performance Bonds**
Excluded	**Foundation Location and Elevation Survey**	Excluded	**Special Inspection Fees**

Construction Assumptions

1) The designated area for our structures will be accessible by drive-up for unloading of our trucks and equipment, including personnel man-lifts, forklifts, etc. Should a crane be required and direct access not available, additional costs for such will be submitted by a Change Order.

2) Our pricing is based on the ability to perform all of our work with clear, sequential, and continuous access without interruption during normal daytime working hours. We have assumed one mobilization for the installation of foundations, steel and fabric; if additional mobilizations are required, there will be an additional charge. We will require exclusive access to the area for our work during the construction process.

3) Our pricing does not include daily site delays accessing the work areas. USA SHADE will submit a Change Order for any delays caused by other trades which interfere or cause us to stop working.

4) We will require site sanitary facilities and refuse containers by others within 200 feet of our work.

5) USA SHADE will leave its work and materials in a clean condition at the conclusion of our work.

6) Barricades and public security requirements are not included.

7) Unless specifically included in this proposal, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; or (d) repair of damage to existing surfaces that may occur when construction equipment and vehicles are being used in the normal course of construction.

8) Pricing for foundation design is based on drilled pier footings. In the event the geotechnical report requires an alternate configuration, any additional costs incurred will be submitted to the client by a Change Order.

9) Digging of our foundations will not be constrained by any existing concrete or utilities. USA SHADE will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.

10) Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair, resulting in delay, will result in additional charges unless they are

detailed on as-built site drawings provided to USA SHADE or marked on the ground and communicated to USA SHADE in writing prior to installation.

GENERAL TERMS & CONDITIONS AND WARRANTY

1) **Proposal:** The above proposal is valid for **15 days** from the date first set forth above. After 15 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel, or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, steel, and concrete. Due to the duration of time between proposals, contracts, and final installation, USA SHADE & Fabric Structures reserves the right to implement this surcharge, when applicable.

2) **Purchase:** By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by USA SHADE & Fabric Structures (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase Shade Structures brand shade structures ("Structures") and the services to be provided by the Company, as detailed in the "Structure Pricing" and "General Scope of Work" sections of this agreement, above, or in the relevant purchase order accepted by the Company, for use by Purchaser or for installation by Company or Purchaser on behalf of a third-party who will be the ultimate owner of the Structures (the ultimate owner of a Structure, whether Purchaser or a third-party, being the "Owner").

3) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.

4) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.

5) **Bonding Guidelines:** If Purchaser will use or provide the Structures and Services for an Owner other than Purchaser (including, without limitation, as a subcontractor of Purchaser), Purchaser will include the following statement in Purchaser's contract with Owner:

> "The manufacturer's warranty for the Shade Structures brand shade structures is a separate document between USA SHADE & Fabric Structures and the ultimate owner of the Shade Structures brand shade structures, which will be provided to the ultimate owner at the time of completion of the installation and other services to be provided by USA SHADE & Fabric Structures. Due to surety requirements, any performance and/or payment bond will cover only the first year of the USA SHADE & Fabric Structures warranty."

6) **Insurance Requirements**: Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of theCompany's standard insurance is available for your review prior to acceptance of the Company's proposal.

7) **Payment**: Terms of payment are defined in the "Pricing Details" section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the Structure is suitable for its intended use, the issue of occupancy consent, or a final building department approval is issued, whichever occurs first. Progress billing and payment will be required. All payments must be made to Shade Structures, Inc., P.O. Box 734158, Dallas, TX 75373-4158. Company may use all remedies available to it under current laws including, but not limited to, filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.

8) Lien Releases: Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner. Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.

9) **Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings, and Surveying:** Site plan approval, permits, permit fees, plans, engineering drawings, and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in an additional cost to Purchaser.

10) **Manufacturing & Delivery:** Manufacturing lead-time from Company's receipt of the "Notice To Proceed" is approximately 6 to 8 weeks for standard structures, and 8 to 12 weeks for custom structures. Delivery is approximately 1 week thereafter. Delivery of structures may be prior to or at start of assembly. Please note that these timelines do not include approval or permitting timeframes.

11) **Return Policy for USA Shade:** At USA Shade, we strive to provide high-quality shade structures that are built to order and tailored to meet the unique needs of our customers. Due to the nature of our business and the customization involved, we have implemented the following return policy:

    1. **No Cancellations or Changes:** Once an order has been released for production, we cannot accept any cancellations or changes to the order. It is crucial for customers to review their order details carefully before finalizing the purchase.
    2. **No Returns:** Due to the customized nature of our shade structures, we do not accept returns. Once the order has been delivered and installed, it is considered a final sale. We encourage customers to thoroughly assess their requirements and specifications before ordering.
    3. **Product Quality Assurance:** We take pride in delivering high-quality shade structures that meet industry standards. Our products undergo rigorous quality

control measures to ensure they meet or exceed customer expectations. In the unlikely event that there is a manufacturing defect or an issue with the product, please get in touch with our customer service department immediately for assistance.

4. **Warranty Coverage:** Our shade structures are backed by a warranty against manufacturing defects or material faults. If you encounter any issues the warranty covers, please take a look at our warranty policy for more instructions on how to proceed.
5. **Customer Support:** We are committed to providing excellent customer service throughout your purchasing journey. If you have any questions or concerns or need help with your order, our dedicated customer support team is here to help. Don't hesitate to contact us via phone, email, or our website's contact form, and we will gladly assist you.

It is essential for customers to understand and acknowledge these terms and conditions before placing an order with USA Shade. Customers agree to abide by this return policy by proceeding with a purchase.

12) **Concealed Conditions:** "Concealed conditions" include, without limitation, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. This agreement is based solely on observations the Company was able to make either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was bid. If additional Concealed Conditions are discovered once work has commenced, which were not visible at the time this proposal was bid, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a Change Order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks larger than 4 inches in diameter, or any other condition that will require additional labor, equipment and/or materials not specified by the Purchaser or Owner in the bidding process. Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a Change Order before Company will complete the process. Price quotes are based on a drilled pier footing. Any variation will incur additional charges (i.e. spread footings, concrete mat, sand, water, landfill, etc.). Costs for footing and installation do not include any allowance for extending below frost lines (the additional costs for which vary by geographical region)

13) **Changes in the Work:** During the course of this project, Purchaser may order changes in the work (both additions and deletions). Additionally, an approving agency may require changes in the work from the original design or engineering quoted and provided by the Company (both additions and deletions.) The cost of these changes will be determined by the Company, and a Change Order form must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any Change Order be essential to the completion of the project, and the Purchaser refuses to authorize such Change Order, then Company will be deemed to have performed its part of the project, and the project and services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less a labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.

14) **Indemnification:** To the fullest extent permitted by law, Purchaser shall indemnify, defend, and hold harmless the Company and its consultants, agents, and employees or any of them from and against claims, damages, losses and expenses, including, but not limited to, attorneys' fees related to the installation of the Structure or performance of the services, provided that such claim, damage, loss, or expense is attributable to bodily injury to, sickness, disease, or death of a person, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 15.

15) **Statement of Limited Warranty:**

- The structural integrity of all supplied steel is warranted for ten years.
- If assembly is provided by the Company, workmanship of the structure is covered for one year, including labor for the removal of any failed part, disassembly (if necessary), cost of shipping, and reassembly.
- All steel surface finishes are warranted for one year.
- Shadesure™, Colourshade® FR, eXtreme 32™, Commercial 95™, and fabrics all carry a ten year limited manufacturer's warranty against failure from significant fading, deterioration, breakdown, outdoor heat, cold, or discoloration. Should the fabric need to be replaced under the warranty, the Company will repair or manufacture and ship a new replacement fabric at no charge for the first six years, thereafter pro-rated at 20% per year over the remaining four years. The following are exceptions to the preceding warranty terms:
    - Shadesure™ fabrics in Red, Yellow, Atomic Orange, Electric Purple, Zesty Lime, Cinnamon, Olive, and Mulberry carry a five year pro-rated
    - Fabric tops attached to Coolbrella™ structures carry a three year warranty;
    - Individual fabric tops measuring greater than 40' in length are covered by a non-prorated five year warranty;
    - Precontraint 502™ waterproof membrane is subject to an eight year pro-rated warranty.

- Sewing thread is warranted for ten years.

- These limited warranties are effective from the date of shipped, or, if assembly is provided by the Company, upon receipt by Company from Purchaser of a completed and signed "Customer Checklist and Sign-off" form.

- In its sole discretion, the Company will repair and or/replace defective structures, products or workmanship, or refund that portion of the price related to the defective product, labor, or service rendered.

- The Company reserves the right, in cases where certain fabric colors have been discontinued, to offer the Purchaser or Owner a choice of available alternative colors

to replace the warranted fabric. The Company does not guarantee that any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the Purchaser or Owner of the discontinued fabric color.

- Should the Purchaser or Owner sell the structures to another party, the warranty cannot be transferred to the new owner without a complete and thorough on-site inspection performed by a Company representative. Please contact the Company at warranty@usa-shade.com for more details.

- All warranty claims covering Company supplied structures, products, and services must be submitted by Purchaser or Owner in writing to the Company within thirty days from the date of discovery of the alleged defect and must include a detailed description and applicable photographs of the alleged defect or problem. Warranty claims should be submitted by email to warranty@usa-shade.com.

- Purchaser or Owner agrees that venue for any court action to enforce these limited warranties shall be in the City or County of Dallas in the State of Texas, USA.

- These limited warranties are void if:

    - the supplied structures, products, services and/or labor are not paid for in full;
    - the structures are not assembled in strict compliance with USA SHADE specifications;
    - any changes, modifications, additions, or attachments are made to the structures in any way, without prior written approval from the Company. Specifically, no signs, objects, fans, light fixtures, etc. may be hung from the structures, unless specifically engineered by the Company.

- These limited warranties do not cover defects and/or damages caused by:
    - normal wear and tear;
    - misuse, willful or intentional damage, vandalism, contact with chemicals, cuts and Acts of God (i.e. tornado, hurricane, micro/macros burst, earthquake, wildfires, etc.);
    - ice, snow or wind loads in excess of the designed load parameters engineered for the supplied structures;
    - use, maintenance, neglect, repair, and/or service inconsistent with the Company's written care and maintenance instructions, provided with the order.

- The limited warranties explicitly exclude:
    - workmanship related to assembly not provided by the Company or its agents;
    - fabric curtains, valances, and flat vertical panels;
    - fabric tops installed on structures that were not engineered and originally supplied by the Company.

- THE COMPANY SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, LIQUIDATED, EXEMPLARY, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT, USE OR GOODWILL, WHETHER BASED UPON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT OR SERVICE. IN NO EVENT WILL THE COMPANY BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE FOR ANY PRODUCT OR SERVICE PROVIDED BY THE COMPANY.

- THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR THE COMPANY'S PRODUCTS AND SERVICES, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. PURCHASER, BY ACCEPTANCE AND USE OF THIS LIMITED WARRANTY, WAIVES ANY RIGHTS IT WOULD OTHERWISE HAVE TO CLAIM OR ASSERT THAT THIS LIMITED WARRANTY FAILS OF ITS ESSENTIAL PURPOSE.

Colourshade ® and eXtreme 32™ are registered trademarks of Multiknit Pty. Ltd.
Commercial 95™ and SaFRshade™ are registered trademarks of Gale Pacific USA Inc
Monotec 370™ is a registered trademark of PRO-KNIT Industries Pty. Ltd.
Precontraint 502™ is a registered trademark of Serge Ferrari North America, Inc.

16) **Assembly/Installation:**

- Company will notify Purchaser of the scheduled assembly date. Owner agrees to have an owner representative meet the assembly crew at the job site on the scheduled assembly date to verify the exact location where the structure(s) is to be placed.
- Labor for the removal, assembly, and/or freight charges will only be covered by Company in instances where the structures supplied and installed by Company are determined by the Company to be defective. In all cases where structures are not installed by Company, all labor for the removal, assembly, and/or freight of the structures will be the Purchaser's responsibility.
- Installation prices are based on a single mobilization charge. If additional mobilizations are required, there will be additional charges.
- If the requested services require Company access to Owner's premises, Company will be provided access to the Owner's premises free and clear of debris, automobiles, or other interference Monday ~ Friday during the hours of 8:00am to 6:00pm, and Company will have access to water and electrical facilities during installation. Additional charges will apply if utilities are not easily accessible. Where applicable, all vehicles will be moved prior to Company's crew beginning any installation.
- Company will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
- Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair resulting in delay will result in additional charges unless they are

detailed on as-built site drawings provided to Company or marked on the ground and communicated to Company in writing prior to fabrication and installation.

17) **Installation/Assembly on-site:** Where installation/assembly is part of the services, Purchaser must provide the Company with a detailed drawing prepared by or for the Owner showing exactly where the structures are to be assembled as well as detailing any obstacles or other impediments that may cause the assembly process to be more difficult. Any fixture(s), e.g., playground, pools, etc., that the structures are to be assembled over must also be detailed, along with their peak heights (if applicable).

18) **Site/Use Review by Purchaser:** Company relies on the Purchaser to determine that the structures ordered are appropriate and safe for the Owner's installation site and/or intended use. Company is not responsible for damages or injuries resulting from collisions by moving objects or persons with the structure post(s). Company can recommend, or supply at additional cost, padding for posts from a third party manufacturer.

19) **Preparatory Work:** Where installation/assembly is part of the services and in the event that the foundation or job site is not suitable or ready for assembly to begin on the scheduled day, a Delay of Order notification must be sent to Company at least 4 working days prior, in order to allow Company to reschedule the project. In the event that Company is not notified and incurs an expense in attempting to execute the assembly, a re-mobilization charge may be charged to Purchaser before Company will reschedule the assembly.

20) **Delegation: Subcontractors:** The services and the manufacturing and assembly of the structures may be performed by subcontractors under appropriate agreements with the Company.

21) **Force Majeure: Impracticability:** The Company shall not be charged with any loss or damage for failure or delay in delivering or assembling of the structures when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations or orders, or due to any Acts of God, strikes, lockouts, slowdowns, wars, or shortages in transportation, materials or labor.

22) **Dispute Resolution**: Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Dallas, TX by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgment upon the award may be entered in any court having jurisdiction thereof.

23) **Entire Agreement; No Reliance:** This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the structures, warranties, or services provided hereunder.

24) **No Third-Party Beneficiaries:** This agreement creates no third-party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is

understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.

25) **Governing Law:** The agreement will be construed and enforced in accordance with the laws of the State of Texas.

26) Assignment: Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of Company. The agreement shall be binding upon and insure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.

27) Electronic Signatures. Each party agrees that the electronic signatures of the parties to this Agreement, whether digital or encrypted, including but not limited to the use of a typed name, are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including but not limited to typed or email electronic signatures.

PURCHASER

Town of Discovery Bay

NOTE: All purchase orders and contracts should be drafted in the name of

Shade Structures, Inc.

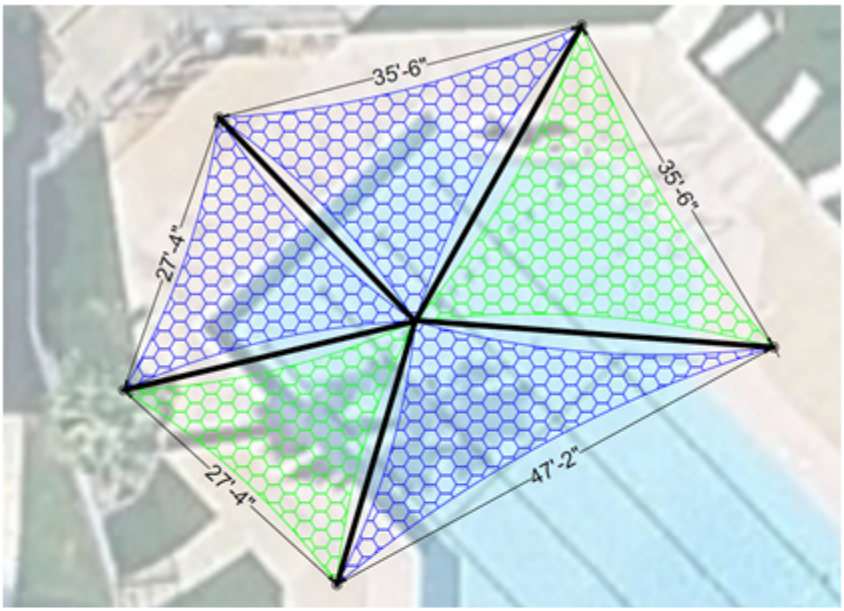
Signature:

By:

Title:

Date:

PACIFIC SHADE SAILS DESIGN



Similar to this, yet no upper sails.



Thanks

Pacific Shade Sails | Shadeology

Corporate address

3781 14th Ave NE Naples, FL

34120

+19164679371

Estimate

ADDRESS

Monica Gallo

Town of Discovery Bay

1601 Discovery Bay Blvd

Discovery Bay, CA 94505

SHIP TO

Monica Gallo

Town of Discovery Bay

1601 Discovery Bay Blvd

Discovery Bay, CA 94505

ESTIMATE # 2805

DATE 07/29/2026

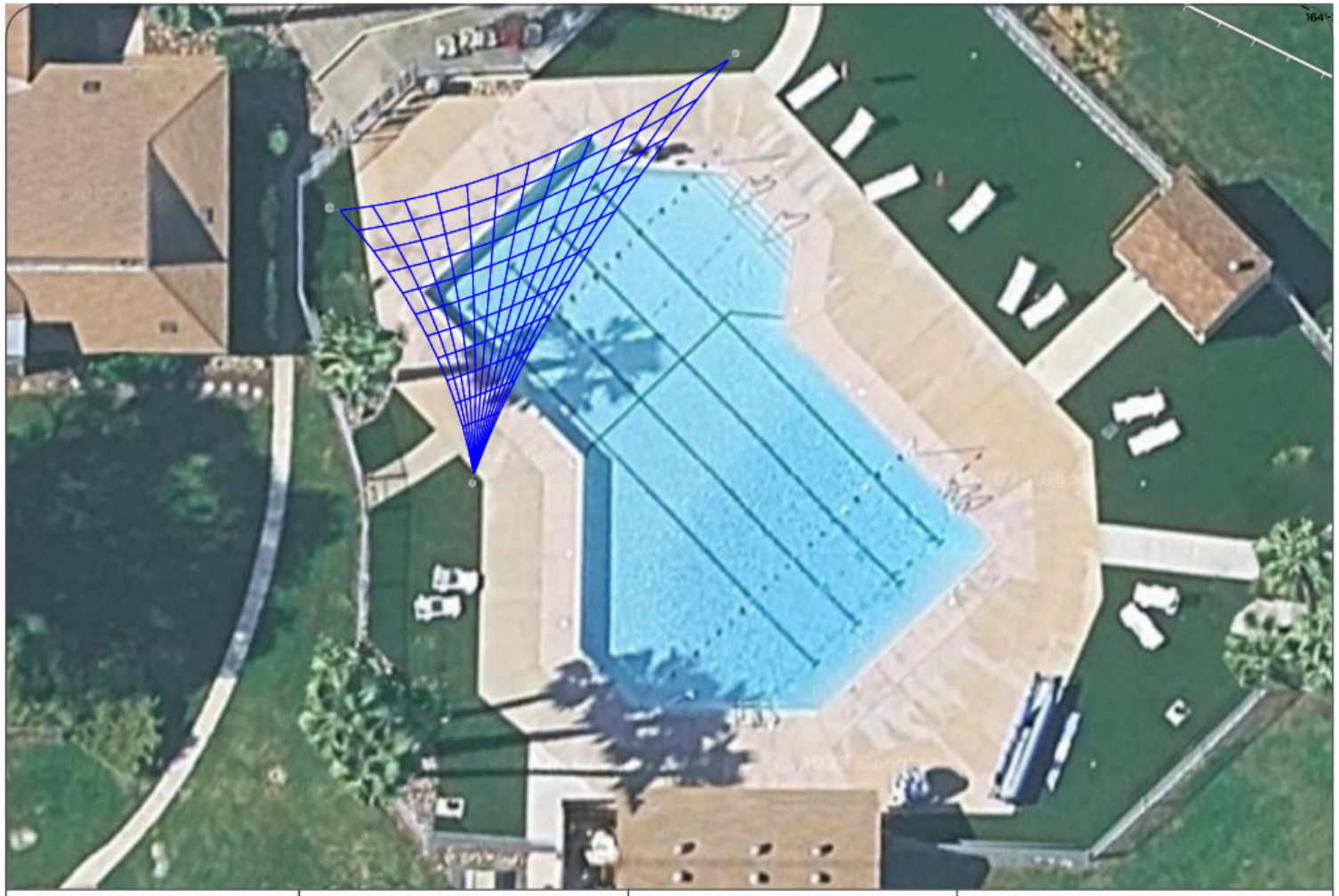
PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
Shade Sail Structure	Custom Multi Panel Pentagon Shade Sail structure consisting of (5) columns and (5) Fabric Sails. 10' Eave - Pier Mounted Colors TBD Excludes any electrical access for lighting	1	59,763.00	59,763.00T
Design & Engineering	CA Professional Engineered drawings and Calculations	1	1,110.00	1,110.00
ABT	Anchor Hardware and Templates Estimated at this time and subject to change due to final engineering	1	3,500.00	3,500.00T
Installation	Installation of footings and structure Includes prevailing wage and DIR Cert	1	42,000.00	42,000.00T
Shipping	Freight and Shipping Costs ALL COSTS ARE SUBJECT TO CHANGE DUE TO ENGINEERING OR CITY REQUIREMENTS	1	14,925.00	14,925.00

SUBTOTAL	121,298.00
TAX	9,210.51
TOTAL	**$130,508.51**

Accepted By

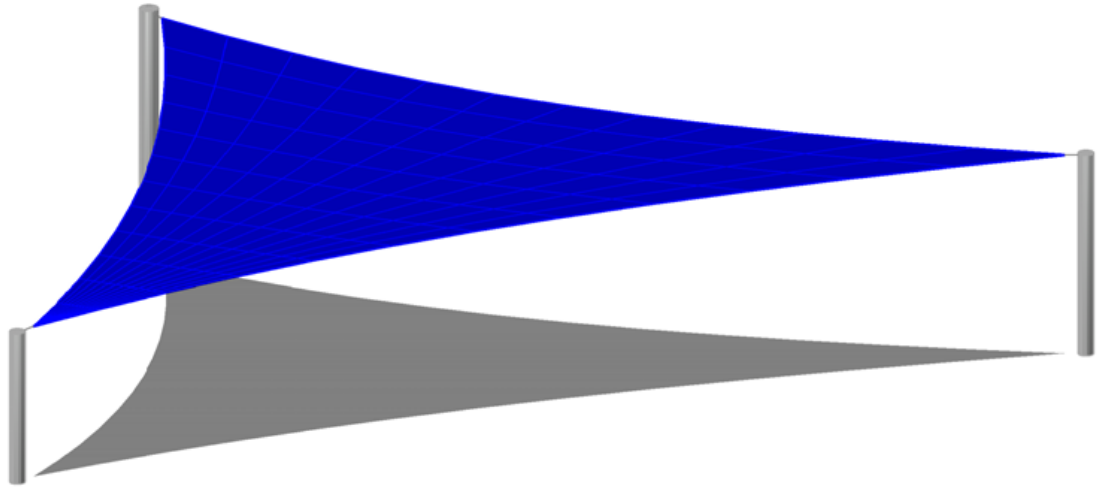
Accepted Date

Superior Shade/MRC GameTime



Superior Shade	PROJECT NAME: DISCOVER BAY COMMUNITY CENTER QUOTE: QUO0312129 TITLE: Proposal	DATE: 8/29/2025 DRAWN BY: JSJ SCALE: Not to Scale SHEET: 1 of 1	*These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.*

Superior Shade/MRC GameTime



Superior Shade

PROJECT NAME
DISCOVER BAY COMMUNITY CENTER

QUOTE
QUO0312129

TITLE
Proposal

DATE
8/29/2025

DRAWN BY
JSJ

SCALE
Not to Scale

SHEET
1 of 1

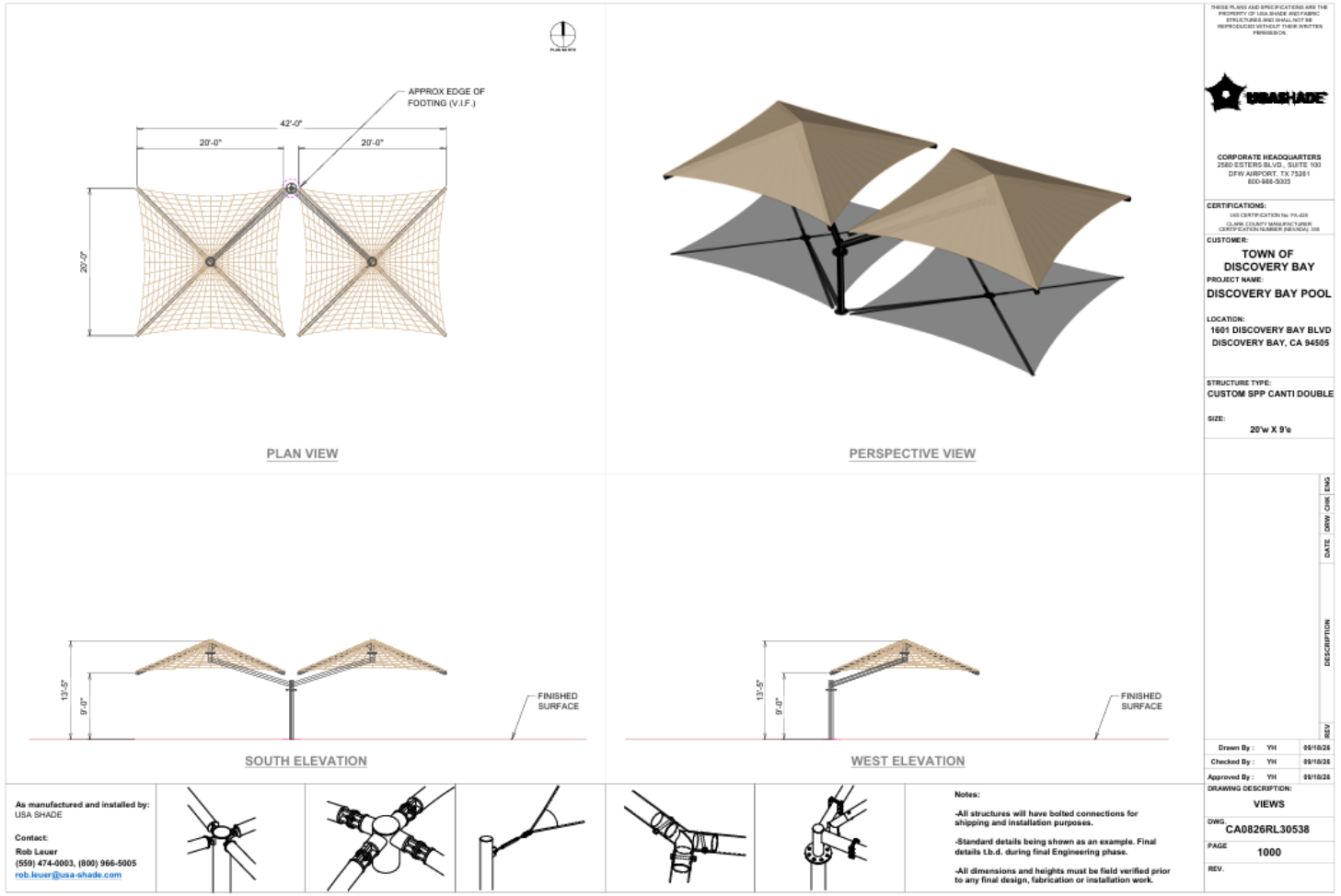
These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.

Item G.3

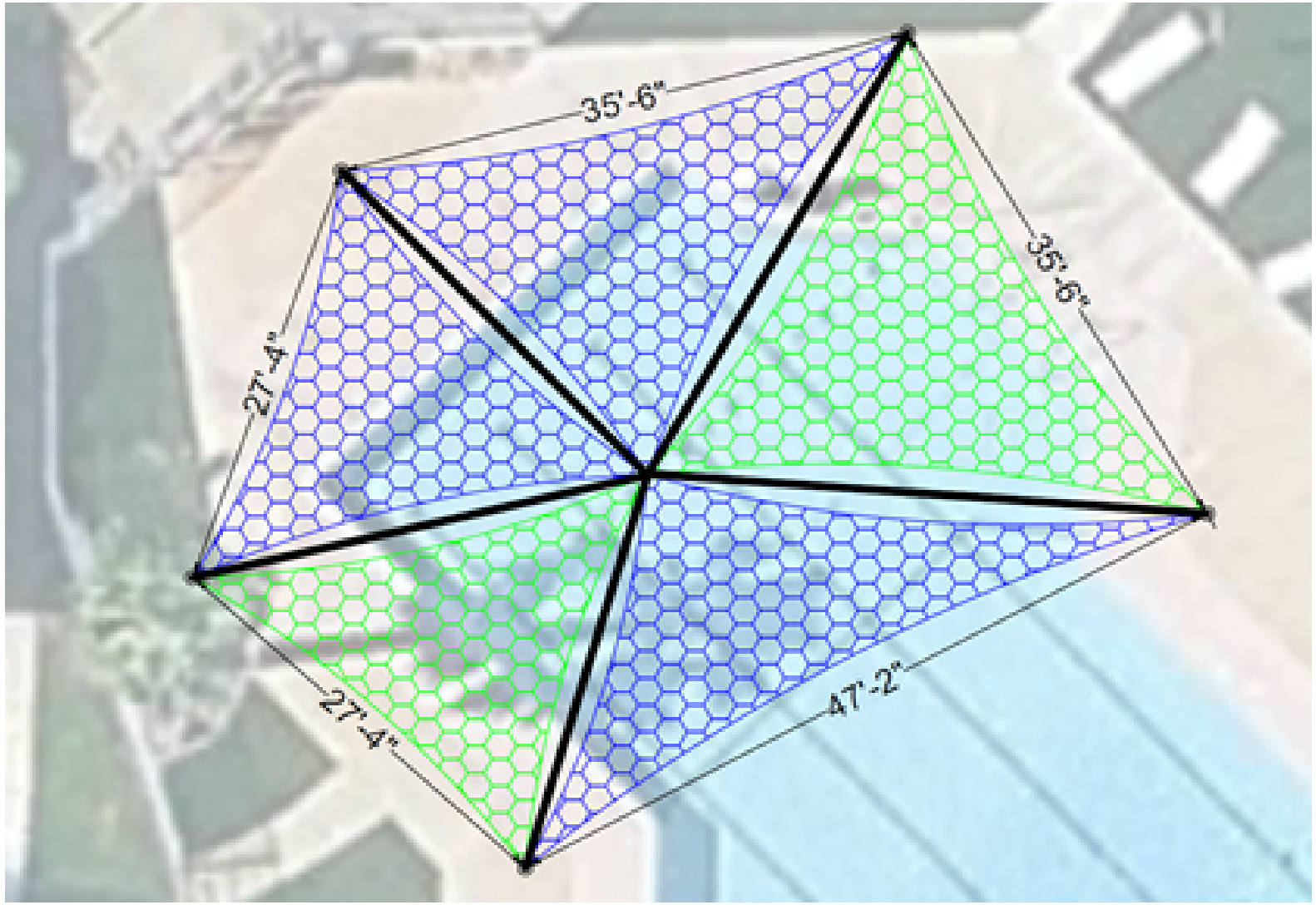
Superior Shade/MRC GameTime



USA SHADE


APPROX EDGE OF FOOTING (V.I.F.)
42'-0"
20'-0"
20'-0"
20'-0"
PLAN VIEW
PERSPECTIVE VIEW
13'-5"
9'-0"
FINISHED SURFACE
SOUTH ELEVATION
13'-5"
9'-0"
FINISHED SURFACE
WEST ELEVATION
As manufactured and installed by:
USA SHADE
Contact:
Rob Leuer
(559) 474-0003, (800) 966-5005
rob.leuer@usa-shade.com
Notes:
-All structures will have bolted connections for shipping and installation purposes.
-Standard details being shown as an example. Final details t.b.d. during final Engineering phase.
-All dimensions and heights must be field verified prior to any final design, fabrication or installation work.
CORPORATE HEADQUARTERS
2580 ESTERS BLVD., SUITE 100
DFW AIRPORT, TX 75261
800-966-5005
CERTIFICATIONS:
CUSTOMER:
TOWN OF DISCOVERY BAY
PROJECT NAME:
DISCOVERY BAY POOL
LOCATION:
1601 DISCOVERY BAY BLVD
DISCOVERY BAY, CA 94505
STRUCTURE TYPE:
CUSTOM SPP CANTI DOUBLE
SIZE:
20'w X 9'e
DESCRIPTION
DATE
DRW
CHK
ENG
REV
Drawn By : YH
Checked By : YH
Approved By : YH
DRAWING DESCRIPTION:
VIEWS
DWG.
CA0826RL30538
PAGE
1000
REV.

Pacific Shade



Pacific Shade

Similar to this, yet no upper sails.

