

TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT





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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 19, 2024 7:00 P.M.

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

REMOTE TELECONFERENCE LOCATION:

44400 Indian Wells Lane Indian Wells, CA 92210

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

TO ATTEND BY ZOOM WEBINAR: https://us06web.zoom.us/j/85454370841

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

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

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

- 1. Call business meeting to order 7:00 p.m.
- 2. Pledge of Allegiance.
- 3. Roll Call.

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

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

C. CONSENT CALENDAR

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

- 1. Approve Regular Board of Directors DRAFT Meeting minutes from June 5, 2024.
- Approve Register of District Invoices.
- 3. Approve the Extension of Luhdorff and Scalmanini Consulting Engineers Contract for Services into FY 2024-2025.
- 4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2024-2025.
- 5. Authorize Board Member Attendance and Activity Participation at the 2024 CSDA Conference in Indian Wells, CA September 9-12, 2024.

D. PRESENTATIONS

1. Veolia Presentation.

E. DISCUSSION AND POSSIBLE ACTION

- Discussion and Possible Action to Award Contract for Construction of the Well 8 Pump Station Project to the Lowest Responsive Bidder.
- Discussion and Possible Action to Approve Contract Extension with San Joaquin Office of Education for Landscaping and Maintenance Services Provided by California Conservation Corps.
- Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Ravenswood Park Splash Pad in Zone 9.
- 4. Discussion and Possible Action for Financial Auditor Selection for Fiscal Years ending June 30, 2024, June 30, 2025, and June 30, 2026.
- 5. Discussion and Possible Action to Adopt Resolution No. 2024-09 Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2024-2025.
- 6. Discussion and Possible Action to Adopt Resolution No. 2024-07 Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District DB Lighting and Landscape Zone 9 for Fiscal Year 2024-2025 and Set Public Hearing.
- 7. PUBLIC HEARING Approve Operating and Capital Improvement Budget for Fiscal Year 2024-2025 and Adopt Resolution 2024-08 Adopting the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

F. MANAGER'S REPORT

G. GENERAL MANAGER'S REPORT

1. Algae Blooms.

H. DIRECTOR REPORTS

I. <u>DIRECTORS REGIONAL MEETING AND TRAINING REPORTS</u>

1. Con Fire – June 4, 2024 (Director Carolyn Graham).

J. <u>CORRESPONDENCE</u>

K. <u>LEGAL REPORT</u>

L. <u>FUTURE AGENDA ITEMS</u>

M. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on July 17, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT





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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 5, 2024 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

- 1. Called business meeting to order 7:00 p.m.
- 2. Director Graves led the Pledge of Allegiance.
- 3. Roll Call was taken, and all members were present.

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

1. The speaker mentioned moving the July 19, 2024 Board Meeting back one week due to the Juneteenth Holiday.

C. CONSENT CALENDAR

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

- 1. Approve Regular Board of Directors DRAFT Meeting Minutes from May 15, 2024.
- 2. Approve Special Board of Directors DRAFT Meeting Minutes from May 16, 2024.
- 3. Approve Register of District Invoices.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

Vote: Motion carried - AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

- Supervisor Diane Burgis, District III Report. None.
- Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- 384 calls for the month of May.
- 46 police reports were written.
- There was a theft at CVS on May 3, 2024.
- 73 applications were received for the Junior Women's Academy.
- The first Summer Pop-Up will be held at Slifer Park on June 20, 2024 from 11:00am-1:00pm.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

- 1. Discussion and Possible Action Regarding the Restriping/Conversion of Two Community Center Tennis Courts by Painting Permanent Lines to Make Dual-Use to Allow for Pickleball/Tennis Play.
 - This item was pulled from the agenda.
- 2. Discussion and Possible Action to Approve the Mobile Modular Contract Proposal to Create Architectural and Engineering Plans for the Future District Office Building.

Presented by General Manager Dina Breitstein.

- GM Breitstein gave a brief summary of events of the project to date.
- Joshua Dean of Mobile Modular joined the meeting remotely.
- The proposal is for providing consulting services with respect to the development of custom design documents for a permanent modular building project consisting of a new, approximately 6,957sf office building, its foundation, and site work as required to construct this building.

Public Comment:

- The first speaker mentioned buying building directly from a builder. He also asked about the potential downside of purchasing a modular building.
- The second speaker mentioned sitework and building costs.

Joshua Dean stated that Mobile Modular is currently in the process of constructing a building locally for the Delta Community Presbyterian Church in Discovery Bay.

Director Graves made a motion to approve staff recommendation to approve the Mobile Modular proposal and authorize the General Manager to execute all contracts therein, up to a maximum of \$451,900 plus 15% contingency with legal review prior to execution.

Director Porter seconded.

Vote: Motion carried - AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

3. Discussion and Possible Action Regarding Approval of Resolution No. 2024-06 Related to the November 5, 2024 Election for the Board of Directors.

Presented by General Manager Dina Breitstein.

- This is a standard action that is taken each election cycle.
- Each candidate will pay for their own campaign statements.

Director Graves made a motion to approve draft Resolution No. 2024-06 ordering the Board of Directors elections on November 5, 2024 and direct the General Manager to provide these documents to the Contra Costa County Clerk/Recorder-Elections Department by July 3, 2024.

Vice President Graham seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

 Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

Presented by Finance Manager Margaret Moggia.

- Staff would like to schedule the Budget Hearing for July 19, 2024.
- Draft copy of the Budget was presented at the May 16, 2024 Budget Workshop.
- There was an adjustment made to the budget since the workshop in regard to Zone 8. Department of Finance gave updated information changing total funds from \$850,000.00 to \$851,000.00.
- Engineer's report for Zone 9 was received, and that information was updated in the draft budget as well.

• Well 8 Bids came in higher than engineer's estimate, so budget will be adjusted to account for the roughly \$600,000 in additional costs.

Director Porter made a motion to set the Public Hearing for June 19, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2024-2025 Operating and Capital Budget through Resolution No. 2024-08.

Director Graves seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

H. MANAGERS REPORT

I. GENERAL MANAGER'S REPORT

 Contra Costa County will be closing their public comment period for their Hazard Mitigation Plan.

J. <u>DIRECTOR REPORTS</u>

- 1. Committee Reports.
 - a. SPECIAL Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) June 5, 2024.
 - Committee discussed a new splash pad.
 - Committee discussed extending the contract with the Conservation Corp.
 - b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) June 5, 2024.
 - Committee was presented with the bi-monthly financial report.
 - Committee discussed changes on a few policies.
 - Committee discussed auditor selection process.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) June 5, 2024.
 - Committee discussed Well 8 Bid opening.
- 2. Conference Report.
 - a. CSDA Legislative Days (attended by Director Kevin Graves and Director Ashley Porter).
 - Director Graves and Director Porter spoke with various legislators regarding new bills that are being proposed.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

- 1. BUSD Regular Board Of Trustees Meeting April 11, 2024 (Director Kevin Graves).
- 2. BUSD Special Board Meeting April 24, 2024 (Director Kevin Graves).
- 3. Con Fire May 14, 2024 (Director Carolyn Graham).

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 8:16p.m. to the next Regular Meeting of the Board of Directors on June 19, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.





Town of Discovery Bay "A Community Services District" STAFF REPORT

Agenda Title: Approve Register of District Invoices.

Meeting Date: June 19, 2024

Prepared By: Margaret Moggia, Finance Manager & Lesley Marable, Accountant

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

EXECUTIVE SUMMARY:

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

FISCAL IMPACT:

Amount Requested: \$392,110.69

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

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

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

ATTACHMENTS:

1. Request for Authorization to Pay Invoices for the Town of Discovery Bay CSD 2023/2024

Request for Authorization to Pay Invoices

For The Meeting On June 19, 2024

Town of Discovery Bay CSD

Fiscal Year 7/23 - 6/24

Anderson Pacific	\$72,450.80
Diablo Excavation & Construction	\$65,834.99
Syblon Reid	\$65,502.50
SDRMA	\$63,260.84
Croce, Sanguinetti & Vander Veen, Inc.	\$43,257.20
Neumiller & Beardslee	\$19,794.03
Caselle, Inc.	\$17,294.00
U.S. Bank Corporate Payment System	\$16,598.73
Precision IT Consulting	\$11,061.42
Ross Recreation Equipment Co., Inc.	\$2,769.29
Lincoln Aquatics	\$2,114.06
City Of Brentwood	\$1,873.97
Kevin Graves	\$1,457.14
Karina Dugand	\$1,356.75
Verizon Wireless	\$1,005.16
Brentwood Ace Hardware	\$838.91
National Aquatic Services, Inc.	\$700.00
Ashley Porter	\$690.00
Bryon Gutow	\$575.00
Michelle Dominge	\$480.00
Contra Costa Health Services	\$457.00
Margaret Moggia	\$374.00
Carolyn Graham	\$345.00
Michael Callahan	\$345.00
Quadient Leasing USA, Inc.	\$302.26
Concentra	\$235.00
ODP Office Solutions, LLC	\$226.89
Alhambra	\$225.39
Geotab USA, Inc.	\$217.25
Water Utility Customer	\$143.59
Discovery Pest Control	\$99.00
Shred City	\$99.00
Dennis Dean Allen	\$75.00
Kelly Rajala	\$51.52

\$392,110.69



Town of Discovery Bay

"A Community Services District" STAFF REPORT

Agenda Title: Approve the Extension of Luhdorff and Scalmanini Consulting Engineers Contract for Services

into FY 2024-2025.

Meeting Date: June 5, 2024

Prepared By: Aaron Goldsworthy, Water & Wastewater Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve the Scope of Services contained in the Luhdorff and Scalmanini Consulting Engineers (LSCE) Scope of Work and Budget, which provides contract engineering services for the Water Division of the Town of Discovery Bay for the fiscal year 2024-2025 and authorize the General Manager to execute the Town's standard form of Consulting Agreement with LSCE to perform the scope of work attached.

EXECUTIVE SUMMARY:

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

Enclosed is LSCE's proposed Scope of Work, Budget, and Fee Schedule to continue General Engineering Services for FY 24/25. A primary component of work under the General Engineering Services has been to assist the District with the management, design, and construction oversight of the following:

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

The enclosed scope of work and the proposed budget extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 24/25.

The attached documents provide the basis for the budget estimate. The proposed budget of \$136,032.00 includes LSCE's labor rates and miscellaneous expenses. LSCE will continue to bill monthly for labor and materials, only as incurred, in accordance with LSCE's fee schedule.

FISCAL IMPACT: \$136,032.00

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:
ATTACHMENTS:

1. Scope of Work, Fee Schedule, and Budget.



May 24, 2024 File No. 24-5-089

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

SUBJECT: Scope and Budget for General Engineering Services – Fiscal Year 2024/2025

Dear Ms. Breitstein:

Per your request, Luhdorff & Scalmanini, Consulting Engineers (LSCE) is pleased to provide this scope and budget proposal for general engineering services for Fiscal Year 2024/2025 (FY 24/25) for the Town of Discovery Bay Community Services District (TODB).

Scope of Work

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

There is also contingency provided for any as-needed services related to capital projects, engineering, and planning. This includes working with TODB staff on infrastructure planning, assessment, design, permitting, or construction. Budgets are proposed for these tasks based on the level of involvement from previous Fiscal Year general service contracts and anticipated items in FY 24/25.

Task 1 – Contract Management

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

	Task 1: Contract Management					
Task	Description	Details				
1.a	Contract Management	Review and approval of monthly invoices (12 total)				
1.a	Contract ividilagement	Scoping and contracting				

Task 2 – Meetings

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

	Task 2: Monthly Committee Meetings					
Task	Description	Details				
2.a	Monthly Water/Wastewater	 Attendance at Water/Wastewater Committee meetings, and pre-meetings with TODB staff (24 meetings total). Prepare materials, agenda, reports, and figures to discuss 				
Committee Meetings	·	water system related items with the Water/Wastewater Committee.				
2.b Board Meetings		 Attendance and support at Board of Directors Public Meetings (24 meetings total). 				
	Board Meetings	 Regular Water system updates at Board Meetings. 				
		 Preparation and delivery of public presentations, including any supporting material such as technical exhibits and figures. 				
		 Preparation of Staff Reports for the Board agenda. 				
2.c	Bi-Weekly Team Meetings	 Discuss ongoing projects and items with TODB staff and Veolia in bi-weekly virtual meetings (26 meetings total). Maintain agenda and notes of ongoing discussions. 				

Task 3 – Regulatory Assistance

This task is for assistance with regulatory deliverables that are anticipated for FY 24/25. Some regulatory deliverables are recurring items, as listed in the table below. LSCE will provide guidance to the TODB on new and emerging regulations, as outlined in the table below.

Task 3: Regulatory Assistance					
Task	Description	Details			
3.a	Guidance on New Regulations	 Report to General Manager. Provide updates to the TODB on emerging State and Federal regulations. 			



	Task 3: Regulatory Assistance					
Task	Description	Details				
		 Provide engineering support/assistance to ensure TODB Staff/Veolia compliance. 				
3.b	CASGEM Well Monitoring and State	 Twice per year (fall/spring), LSCE conducts field services for water level monitoring and reporting for Department of Water Resources (DWR) compliance. Two trips are required per event, due to the coordination of water treatment plant shutdown requirements with Veolia. 				
3.0	Reporting	LSCE maintains transducers, downloads data, updates the groundwater level database, and reports to DWR.				
		 The costs of two (2) transducer replacements are assumed and included in the budget (\$1,000 per transducer). 				
3.c	SB555 Water Audit and	 Prepare the Annual Water Loss Audit. Meeting with certified water audit validator. 				
	State Reporting	Validate water audit and submit to DWR by January 1, 2025.				
3.d	Cross-Connection Control Program (CCCP) Development	 LSCE will assist the TODB to implement requirements of the new Cross Connection Control Policy Handbook (Handbook). LSCE will update the DRAFT Cross Connection Control and Backflow Prevention Program ordinance. LSCE will work with TODB to update current policies to comply with the Handbook. Present ordinance to Board. (Additional CCCP assistance, such as public workshops and implementation, may require an additional Task Order.) 				
3.e	Preliminary and Final Annual Water Supply	Collect water service connection and water production data from TODB.				
3.0	and Demand Assessment report	 Prepare Annual Assessment and submit it to DWR by July 1st, 2025. 				

Task 4 – Contingency for Capital Projects and Planning Assistance

This task provides a contingency budget for LSCE to assist with any activities, as needed, related to capital improvement projects or system planning. Specific activities would be developed on an asneeded basis at the request of the TODB. Assignments for LSCE may include evaluating project alternatives, conducting hydraulic model simulations, developing preliminary design basis, assessing feasibility, cost estimates, preliminary designs, condition assessments on facilities, or evaluating site-specific issues to address issues of water supply, production, quality, safety, etc. LSCE provides a proposed level of hours of assistance in terms of capital projects and general planning assistance.



	Task 4: Capital Improvement Program Engineering Services						
Task	Description	Details					
4.a	As-needed Capital Project Assistance	 100 hours included for project tasks such as, permitting, cost estimating, alternatives analysis, modeling, drafting, bidding, construction inspections, etc. 					
4.b	As-needed Planning Assistance	100 hours for planning tasks such as, troubleshooting, consultation, condition assessments, water quality evaluation, policy development, standards development, and system modeling.					

Proposed Budget

LSCE's proposed budget for General Engineering Services for FY 24/25 is \$136,032 based on the anticipated activities this fiscal year and providing contingency to allow the TODB to utilize LSCE on an as-needed basis. A detailed budget estimate worksheet (attached) provides the estimated labor under each task for the activities outlined in the Scope of Work.

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

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

Sincerely,

LUHDORFF & SCALMANINI CONSULTING ENGINEERS

Sason Coleman, P.E.
Supervising Engineer

Enclosures

- Budget Estimate Worksheet FY24/25
- 2024 Schedule of Fees for Engineering and Field Services



Client: Project: Estimated By: Date: Town of Discovery Bay Community Services District General Engineering Services FY24/25 OS, JC 5/23/2024

Budget Estimate Worksheet



		PROFESSIONAL				DIRECT EXPENSES			l	
	Billing	Supervising	Senior	Project	Staff	Labor Subtotal		Copies/	Direct Expenses	Contract Budget
	Level	Engineer	Engineer	Engineer	Engineer	Labor Subtotal	Travel	Equipment	Subtotal	Estimate
	Billing Rate (\$/Hr)	\$238	\$228	\$182	\$165		Lump Sum	Lump Sum		
	1.a Contract Management	18	0	0	0	\$4,284	\$0	\$0	\$0	\$4,284
Task 1: Contract										
Ianagement	Total Hours	18	0	0	0	18				
	Subtotal (cost)	\$4,284	\$0	\$0	\$0	\$4,284	\$0	\$0	\$0	\$4,284
	2.a Committee Meetings (attend 24 per year)	48	0	0	0	\$11,424	\$500	\$100	\$600	\$12,024
	2.b Board Meetings (attend 24 per year)	48	0	0	0	\$11,424	\$0	\$0	\$0	\$11,424
ask 2: Meetings	2.c Bi-Weekly Meetings and agendas (attend 26 per year)	52	26	0	0	\$18,304	\$0	\$0	\$0	\$18,304
ask 2. Meetings										
	Total Hours	148	26	0	0	174				
	Subtotal (cost)	\$35,224	\$5,928	\$0	\$0	\$41,152	\$500	\$100	\$600	\$41,752
	3.a Assistance on New Regulations	16	12	12	12	\$10,708	\$0	\$0	\$0	\$10,708
	3.b CASGEM Well Monitoring and State Reporting	4	0	20	36	\$10,532	\$214	\$2,000	\$2,214	\$12,746
	3.c SB555 Water Audit and State Reporting	4	4	24	0	\$6,232	\$0	\$0	\$0	\$6,232
ask 3: Regulatory	3.d Cross-Connection Control Program Development	16	30	36	0	\$17,200	\$0	\$50	\$50	\$17,250
ssistance	3.e Annual Water Supply and Demand Assessment	4	8	12	0	\$4,960	\$0	\$0	\$0	\$4,960
	Total Hours	44	54	104	48	250				
	Subtotal (cost)	\$10,472	\$12,312	\$18,928	\$7,920	\$49,632	\$214	\$2,050	\$2,264	\$51,896
	4.a As-needed Capital Project Assistance	10	20	30	40	\$19,000	\$0	\$50	\$50	\$19,050
ask 4: Contingency or Capital Projects	4.b As-needed Planning Assisstance	10	20	30	40	\$19,000	\$0	\$50	\$50	\$19,050
nd Planning ssistance	Total Hours	20	40	60	80	200				
	Subtotal (cost)	\$4,760	\$9,120	\$10,920	\$13,200	\$38,000	\$0	\$100	\$100	\$38,100
Totals	Total Hours	230	120	164	128	642				
rotais	Total (cost)	\$54,740	\$27,360	\$29,848	\$21,120	\$133,068	\$714	\$2,250	\$2,964	\$136,032



500 FIRST STREET • WOODLAND, CA 95695

2024 SCHEDULE OF FEES

ENGINEERING AND RELATED FIELD SERVICES

\$260/hr

\$0.20 ea.

Cost Plus 15%

Professional*

Sonior Dringinal

Senior Principal	\$20U/III.
Principal Professional	\$248/hr.
Supervising Professional	
Senior Professional	
Project Professional	\$182/hr.
Staff Professional	

Technical

Copies

ACAD DMS/GIS	\$150/hr.
Engineering Assistant	\$135/hr.
Scientist	\$135/hr.
Technician	\$135/hr.

Project Admin Support

Services by Associate Firms

Word Processing, Clerical	\$105/hr.
Digital Communications Specialist	
Project Admin/Accounting Assistant	\$115/hr.

Vehicle Use\$0.67/mi(or curr. IRS rate)SubsistenceCost Plus 15%Groundwater Sampling Equipment (Includes Operator)\$200.00/hr

Professional or Technical Testimony 200% of Regular Rates
Technical Overtime (if required) 150% of Regular Rates
Outside Services/Rentals Cost Plus 15%

Prevailing Wage Rate \$200/hr until June 30, 2024
Prevailing Wage Rate \$205/hr effective July 1, 2024

^{*} Engineer, Geologist, Hydrogeologist, and Hydrologist





Town of Discovery Bay "A Community Services District" STAFF REPORT

Agenda Title: Approve the Extension of HERWIT Engineering Contract for Services into FY 2024-2025.

Meeting Date: June 5, 2024

Prepared By: Aaron Goldsworthy, Water & Wastewater Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve the Scope of Services contained in the HERWIT Engineering Scope of Work which provides contract engineering services for the Wastewater Division of the Town of Discovery Bay for the fiscal year 2024-2025 and authorize the General Manager to execute the Town's standard form of Consulting Agreement with HERWIT Engineering to perform the scope of work attached.

EXECUTIVE SUMMARY:

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

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

Enclosed is HERWIT's proposed Scope of Work and Fee Schedule to continue General Engineering Services for FY 2024/2024. The enclosed scope of work and the proposed budget extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 24/25.

The attached documents provide the basis for the budget estimate. The budget estimate is considered appropriate and as a not-to-exceed amount unless specifically approved in advance by the District. The proposed amount of \$75,000.00 includes HERWIT's labor rates and miscellaneous expenses. HERWIT will continue to bill monthly for labor and materials, only as incurred and in accordance with HERWIT's fee schedule.

FISCAL IMPACT: \$75,000.00

PREVIOUS	RFI	FVANT	ROARD	ACTIONS	FOR	THIS ITEM:
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ATTACHMENTS:

- Herwit Scope of Work.
 Herwit Fee Schedule.

EXHIBIT A

SCOPE OF WORK

DISTRICT ENGINEER ENGINEERING SUPPORT SERVICES FOR THE

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

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

CONSULTANT'S SERVICES

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

TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER

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

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

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

- filling system.
- 1.5.2. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.
- 1.5.3. Provide DISTRICT each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.
- 1.6. PROJECT DESIGN: The Consultant shall prepare plans and specifications for the construction of wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:
 - 1.6.1. CONSULTANT shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.
 - 1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.
 - 1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.
 - 1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents, incorporating the Districts comments.
 - 1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for the each project. Electronic files shall also be delivered to the District.
 - 1.6.6. CONSULTANT shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.
 - 1.6.7. <u>Bid Period Assistance:</u> Consultant shall assist the District prior to awarding construction contracts by:
 - 1.6.7.1. Responding to questions from prospective General Contractor's prior to OWNER awarding contract.
 - 1.6.7.2. Preparing addenda.

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

PROJECT PERSONNEL

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

HERWIT ENGINEERING

HERWIT ENGINEERING 7/01/24 - 06/30/25 FEE SCHEDULE

Personnel	Hourly Rate
Engineering (Process, Mechanical, Civil) Drafting Word Processing	\$240.00 \$120.00 \$105.00
Subconsultants	
Engineering (Electrical - Structural)	\$180.00

Other Direct Costs

Travel, \$/mi Federal Reimbursement
Subconsultants Cost + 10%
Internal Printing @ direct cost
Misc. travel and other indirect expenses @ direct cost

AGENDA ITEM: C5



Town of Discovery Bay

"A Community Services District" STAFF REPORT

Agenda Title: Authorize Board Member Attendance and Activity Participation at the 2024 CSDA Conference

in Indian Wells, CA September 9-12, 2024.

Meeting Date: June 19, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association (CSDA) Conference located in Indian Wells, CA from September 9-12, 2024

EXECUTIVE SUMMARY:

This year's Annual CSDA Conference is taking place in Indian Wells, CA September 9-12, 2024. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

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

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

- Registration Early Bird (on/before August 9, 2024) \$775.00
- Registration Regular (after August 9, 2024) \$860.00
- SDLF Scramble for Scholarships Golf Tournament September 9, 2024 \$130.00 (includes lunch)
- Taste of the City Tour: Included in full registration price

(CSDA Conference Rate) Hotel: Per night, taxes, fees, and parking – starting at \$199.00/day plus Daily Tax plus Travel Expense and Per Diem (when meals are not otherwise provided).

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

FISCAL IMPACT:	
Noted above.	

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

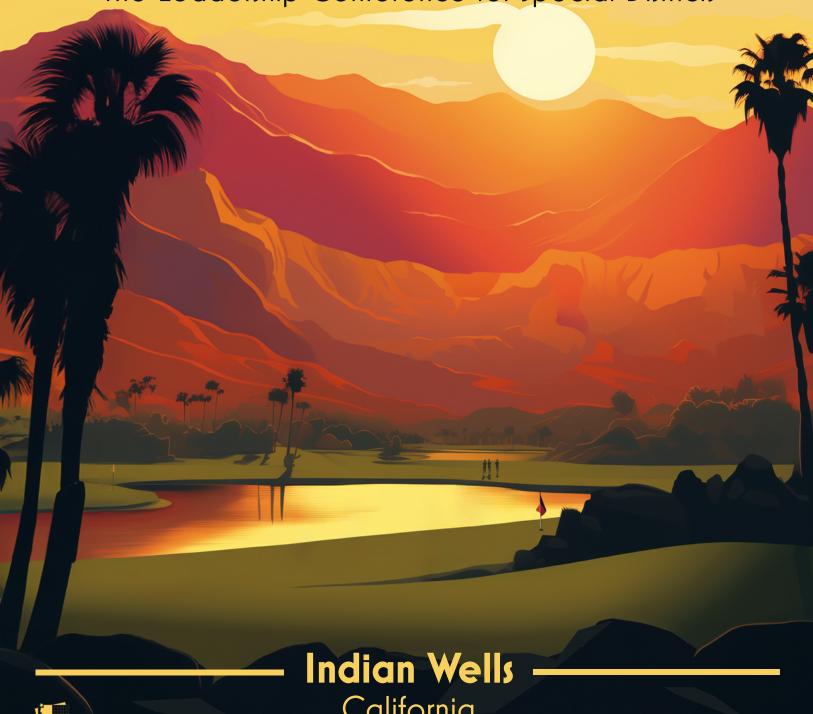
July 5, 2023 – Board Approval to Attend 2023 CSDA Conference.

ATTACHMENTS:

1. 2024 CSDA Conference Brochure.

CSDA Annual Conference & Exhibitor Showcase

The Leadership Conference for Special Districts



California Special
Districts Association
Districts Stronger Together

California September 9 - 12, 2024



Adventure Awaits at the 2024 CSDA Annual Conference & Exhibitor Showcase for special district leaders! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

- Develop new partnerships.
- Discover new products and services to make your district more efficient.
- Expand your horizons with inspiring and motivating keynote sessions.
- Learn about the latest in special district technology, management playbooks, and legal trends.
- Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

Explore, connect, and inspire in the stunning desert landscape of Indian Wells!

CSDA's 2024 Annual Conference & Exhibitor Showcase is in Indian Wells! Situated in the heart of the Coachella Valley, Indian Wells enjoys a central location with easy access to major transportation hubs, including Palm Springs International Airport. In your free time, enjoy the perfect blend of natural beauty, recreational events such as golfing and hiking, and diverse culinary scene in Indian Wells!





Renaissance Esmeralda Resort & Spa 44400 Indian Wells Lane, Indian Wells, CA 92210

CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day plus \$15 resort charge per room per day. The room reservation cut-off is August 21, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. One night's room and tax will be charged at the time a reservation is made and becomes non-refundable on Friday, August 16, 2024.











Monday, September 9, 2024 D'Ce-Conference

Explore, connect, inspire

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

Pre-Conference Workshop:

Special District Leadership Academy Module 1: Governance Foundations

Hilary Straus, Citrus Heights Water District



As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$285 CSDA Member / \$430 Non-member*

*Price includes continental breakfast and lunch.

Pre-Conference Workshop:

So, You Want to Be a General Manager?

Scott Carroll, CSDM, Costa Mesa Sanitary District



Sponsored by the

Special District Leadership Foundation (SDLF)

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

\$115 CSDA Member and Non-member*

*Price includes continental breakfast and lunch.

1:00 - 3:00 p.m.

Pre-Conference Workshop:

Sexual Harassment Prevention Training

Jennifer Martinez, Hanson Bridget, LLP

State law requires most local officials and employees to receive sexual harassment prevention training and education for at least two hours within six months of taking office or commencing employment and every two years thereafter. Presented by an attorney with deep experience in public and employment law, this session provides an interactive presentation meeting the requirements of state law.

Free to CSDA Members and Non-members who are already attending the full conference.

SEP

MONDAY

09

3:00 - 5:00 p.m.

Pre-Conference Workshop:

Ethics AB 1234 Compliance Training

Richard Pio Roda, Redwood Public Law, LLP

State law requires local agency officials to egistration/payment requ complete two hours of ethics training within the first year of his or her service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.

Free to CSDA Members and Non-members who are already attending the full conference.

SDRMA Credit Incentive Points



Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

















9:00 a.m. Start Pre-Conference Activity

SDLF Scramble for Scholarships Golf Tournament

Indian Wells Golf Resort

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$130 includes golf with cart, lunch, and prizes!Hurry, space is limited and is on a first-come, first-served basis.

12:00 - 3:00 p.m.

Pre-Conference Tour

Southern California Edison (SCE) Green Energy Tour

Join your fellow attendees and representatives of Southern California Edison (SCE) for lunch and a tour of the Devers Substation. Attendees will learn about SCE operations as well as green energy efforts in the area including solar and wind.

\$30 per person, includes transportation to/from the hotel, lunch, and tour.

Early registration is encouraged. Limited to 50 attendees.

10:00 a.m. – 12:00 p.m.

Pre-Conference Activity

Special District Parks and Pickleball!

Join your fellow conference attendees for a fun morning of pickleball. Instruction and round robin game play for designated level of experience (beginner, intermediate, advance) will be included so come one and all!

\$35 per person. Pickleballs are included but participants are encouraged to bring their own pickleball paddles. Paddles will be made available to participants without a paddle.

Early registration is encouraged.

12:00 p.m.

Young Professionals Meet-Up **Dinks and Drinks**

Immediately following pickleball. No host.

1:00 - 3:00 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation

(optional, must be scheduled prior to conference)

2:00 - 4:30 p.m.

Chapter Leaders Meeting

(optional, no fee but must be attending the conference)

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. New this year – the meeting will begin with networking and refreshments with CSDA Diamond and Platinum Business Affiliate Members, including information on how they can help support your chapter's efforts!



Conference Officially BEGINS!

5:15 - 7:30 p.m.

President's Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

Reception is included in conference registration.













Charting the course to endless horizons

Tuesday, September 10, 2024

7:00 a.m. - 6:00 p.m.

Registration Open

7:30 - 8:30 a.m.

CSDA Board Meeting

7:30 a.m. - 6:30 p.m.

Exhibitor Showcase Open

7:30 - 8:30 a.m.

Continental Breakfast in the Exhibit Hall (Raffle)

Breakfast is included in conference registration.

8:45 - 10:45 a.m.



Mike Rayburn

Two-time TED Talk Presenter, entrepreneur, and Hall of Fame speaker

The "What If" Experience

Opening General Session and Keynote

- ▶ Energize and equip your teams with the tools to get the most from your conference.
- Transform your teams into possibility thinkers, finding opportunities where others miss them.
- Renew your passion and ability for thinking big and taking bold action.
- ▶ Encourage smart, necessary risk-taking.
- Align your teams with a common mindset, the "What If Mindset."



Awards Presented:

- General Manager of the Year
- Board Member of the Year
- Staff Member of the Year
- Certificate in Special District Governance
- Certified Special District Manager
- Essential Leadership Skills Certificate

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

Breakout Sessions

The \$250,000 Pyramid

Laura Glenn. Public Trust Advisors

Come on down you are the next contestant on the \$250,000 Pyramid. In this session, we will discuss the roles and responsibilities of treasurers/investment officers, investment policy best practices, cash flow analysis/modeling, and investment terms and concepts! Audience participation is welcome throughout and a must for the session's ending game! SEPTEMBER 10

D-E-I and Y-O-U...Best Practices for DEI Initiatives in the 2024 Landscape

Jennifer Martinez, Hanson Bridgett, LLP

Events in recent years have created a unique landscape for DEI programs—while there is more widespread acknowledgment of the benefits of such programs, there is also more widespread scrutiny.

In this session you'll learn about:

- Tangible initiatives that advance the goals
- Minimizing legal risks, including, but not limited to, successful recruitment and retention and improved morale and employee satisfaction
- A deeper understanding of the many ways that a true commitment to the principles of DEI can improve your entire organization











TUESDAY

Tuesday, September 10, 2024

The Future is NOW - AI and Its Impact on Special Districts

Corey Kaufman, VC3

This session intends to allow the attendees to learn about AI and what it may be potentially used for in local government.

In this session we will go over the following:

- ▶ What is AI and how does it work?
- How might we be able to use AI in our daily lives?
- What are the potential pitfalls of using AI and things to watch out for?
- ▶ How does Al impact my IT strategy?

Common Retirement Law Pitfalls

Vance Piggott, Kronick, Moskovitz, Tiedemann & Girard

Some changes in the law applying to the Public Employment Retirement Law are well-publicized and retirement systems provide ample advance notice.

Other changes have been put into place with little fanfare. However, many such changes have a significant impact on employers,

employees, and retirees. CalPERS has significant administrative authority to interpret and implement the law, meaning that new laws which seem to be inconsequential changes can be far more impactful than initially imagined.

Advanced Training in the California Public Records Act

Darren Ziegler and Jennifer Ransom, Best Best & Krieger, LLP

This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover key aspects of the CPRA, including when an applicable exemption may give an agency the right not to disclose a particular record or portion of a record.

To Live Gas-Free: Everything You Wanted to Know About Zero Emission Vehicle Reporting Regulations

David Lim and Marian Slocum, Richards Watson Gershon

Participants will get a low-down on the latest rules, regulations, and court challenges to the new zero emission vehicle reporting requirements. Special focus on special districts with any sized fleet.

The Brown Act in a Modern World

Laurence Wiener, Richards Watson Gershon

This presentation will review the following:

- ► The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- Avoiding constitutional issues when monitoring your social media pages



12:15 - 1:30 p.m.

Lunch with the Exhibitors

Lunch is included in the conference registration.

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!











Tuesday, September 10, 2024

1:45 - 3:00 p.m.

Breakout Sessions

CalPERS: Current Pension Issues

Michael Cohen, Chief Operating Investment Officer, CalPERS

Hear the latest developments, decisions, and outlook regarding the current pension climate from a leading representative of CalPERS.

Tune Up to Get, and Stay, in Peak Legal Shape

Christopher Frederick, Liebert Cassidy Whitmore

Whether you are new to public sector labor and employment relations, or an experienced practitioner, this legal tune-up ensures you are up to date on the most significant legal developments in this area.

Being Cool on Camera: Navigating a First Amendment Audit

Ryder Todd Smith, Tripepi Smith Emily Barnett, Central Contra Costa Sanitary District Jennifer Allen, Contra Costa Water District

Social media has empowered self-proclaimed journalists and influencers to target government agencies and conduct 'First Amendment Audits', where individuals enter public spaces with a video camera and attempt to challenge employees to reveal an injustice or a lack of understanding of rights. With this trend growing every day, special districts must be prepared to address these uncomfortable situations with ease and professionalism while still building trust within the community. Join the panel as they discuss their insights gained during their experiences with First Amendment Audits and share tips on how to prepare for Audits strategically.

Public Sector Apprenticeships - A Pathway to Scalable Success

Institute for Local Government

California's special districts (along with other local governments) are experiencing several workforce challenges that a unified and coordinated apprenticeships program could help alleviate. While the specific needs and challenges of each special district may differ, many jobs may be the same from one district to the next. This session will highlight a new public sector apprenticeships framework that is scalable and replicable across

numerous types of job classifications and industry subsectors, including those that are in high demand.

In Our Rate-Setting Era

Jamie Bandy, El Dorado Irrigation District Lutfi Kharuf, Best Best & Krieger, LLP Sara Mares, NBS

Property Related Fees are essential funding sources for many Special Districts. Water, Sewer, Solid Waste and Stormwater Rates are getting harder to approve and the legal parameters are ever-changing. From new bills to ballot initiatives and case law, to practical considerations in rate setting and implementation, if it seems the rules are different with every rate study effort, it's because they are! This session will provide an update to recent legal issues and considerations for practical rate setting and implementation, including a case study with El Dorado Irrigation District.

Beyond Smart: Values-Based Goal Setting for the Public Agency

Stephanie Smith, Best Best & Krieger, LLP

If SMART Goals were all it took to achieve agency greatness, why do we continuously set the same goals? The answer is that the goals are not in alignment with our values. We set goals that are either not achieved or are set around metrics that no one cares about. This session will reinforce identified core values and build on them through a new lens of goal setting. We will explore strategies for applying our values to goal setting and leave feeling empowered to step out of the routine and into an exciting future based on what is most important to

Fill That Spot the Right Way -Special District Board Elections and Vacancies

us in our lives and agencies now.

Nick Clair, Lozano Smith, Attorneys at Law

Navigating the complexities of board elections and vacancies in special districts requires a thorough understanding of legal frameworks and procedural intricacies. This presentation delves into the critical aspects of board elections and vacancies, offering a comprehensive analysis of California laws and regulations.













3:45 - 4:45 p.m.

Breakout Sessions

"What the Bleep!" Limits of Public Comment

Henry Castillo and Lauren Langer, Best Best & Krieger, LLP

What are the limitations of public comment? What is protected speech and when can public comment be limited? In this panel discussion, hear stories and examples of how and when public comments can be terminated. The panel will also review the newly enacted SB 1100 (Cortese, 2022), which allows a presiding officer to remove a person from a public meeting.

Who Does What and Why: Establishing Good Governance

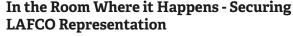
Amy Ackerman, Jim Ross, Andrew Shen, Renne Public Law Group, LLP

This session will explain the roles of the board, individual board members, and district managers to ensure effective governance. Using examples, the session will cover common problems that interfere with effective governance and can result in costly mistakes.

Maximizing Your Attorney-Client Relationship: Strategies for Public Agencies and Lawyers

Steven Flower, Richards Watson Gershon

The role of the attorney for a public agency is different than for private clients. What client does the public attorney represent? Who gives direction on legal matters? How can board members and staff ensure that a special district gets high quality, understandable, and cost-effective legal services? A public agency attorney answers these questions and provides tips for getting the most value out of your agency's relationship with its lawyers.



Pete Kampa, Groveland Community Services District Erik Christeson,

Kirkwood Meadows Public Utilities District Dane Wadle, CSDA

Gary Bell, Colantuono, Highsmith & Whatley PC

Special districts have the ability to obtain representation on their local LAFCOs. It is an opportunity for districts to build partnerships with local cities and the county. However, not all LAFCOs have district representation. Come hear how districts in Tuolumne and Alpine counties recently obtained representation on their local LAFCOs. This session will provide actionable steps for districts to navigate the process.

California Voting Rights Act & Redistricting Update

Derek Cole, Cole Huber, LLP
Douglas Johnson, National Demographics
Corporation (NDC)

The California Voting Rights Act continues to affect special districts as, in the wake of the State Supreme Court's decision in the Santa Monica case, new interpretation questions affect the decision whether to convert from at-large to district elections. This presentation will discuss the CVRA, explain recent court developments, and provide practical approaches for how to handle threatened CVRA claims.

The Evolution of Website Accessibility in 2024

Maria Lara, Streamline

Join us for an insightful discussion on the latest regulatory landscape, exploring opportunities to leverage cutting-edge technology for heightened website accessibility and a better experience for communities. Attendees will leave with the technology tools and resources to achieve website accessibility more effectively.

















Tuesday, September 10, 2024

California Economic Forecast: A Look Ahead

Rachelle Arizmendi and Francesco Mancia, Avenu Insights and Analytics Jerry Nickelsburg, The University of California, Los Angeles (UCLA)

You will not want to miss this report on the Golden State's economic future. For 60 years, UCLA Anderson Forecast has provided forecasts for economies across the country; its projections are recognized as one of the most accurate, widely followed, and frequently cited in California. Avenu has provided regional/local forecasts and trends in California for 40 years.

5:00 - 6:30 p.m.

Mix and Mingle in the Exhibit Hall — GLOW Party Style!

Grab your glow sticks and wear your neon when you stop by the exhibit hall for a cocktail and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, September 10th at 6:30 p.m.

Reception is included in full conference registration.

7:00 - 9:00 p.m.

Shots in the Night

Join CSDA's highest level Business Affiliates for this exclusive event for district attendees. Experience the excitement of Shots in the Night, featuring Nextlink Laser Putting and Toptracer Driving Range, promising a golfing adventure while fostering valuable connections and collaborations with Business Affiliates and district colleagues!

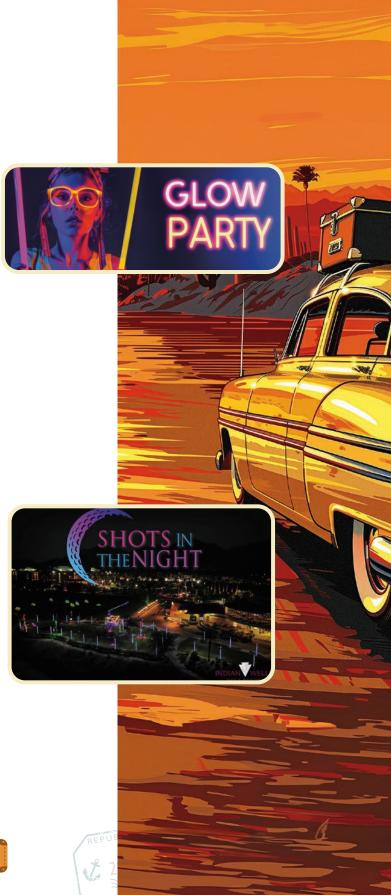
Free to DISTRICT attendees.

(pre-registration is required, cannot be attending as an exhibitor or other Business Affiliate. Space is limited so register early).











2024

8:00 - 8:30 a.m.

SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

Breakfast is included in conference registration.

SDRMA 8:30 – 10:30 a.m.



24

WEDNESDAY

* 28 JUN 2017

Dr. Elizabeth Lombardo Speaker, author, coach, and "America's Most-Trusted Celebrity Psychologist"

"Leadership From the Inside Out"

SDRMA General Session Keynote and Awards

Mindset training for high-performance leaders

Shift from stress to strength as you elevate your mindset—and your leadership abilities. Your daily thoughts, perceptions, and reactions have a

transformative effect on your leadership impact. In this science-informed session, you'll identify the internal barriers holding you back, discover how to unite your team around a powerful goal, and walk away equipped to inspire everyone you lead.



🎑 Awards Presented:

- Transparency Certificate of Excellence
- District of Distinction

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

Breakout Sessions

California Government Tort Claim Requirements and What Your Public Agency Needs to Know

Debbie Yokota, Special District Risk Management Authority (SDRMA)

Brian Hamblet, Burke Williams & Sorenson, LLP

This presentation will focus on what constitutes a government tort claim, who it needs to be submitted to, and how the public agency should process it. This session will provide best practices for receiving a tort claim and the difference between returns without action and rejections.

Setting the Stage for Success: How to Prepare for Capital Improvement **Financing**

Stefan Morton, Municipal Finance Corporation Albert Reyes, Kutak Rock, LLP Nicki Tallman, Brandis Tallman, a Division of Oppenheimer & Co. Inc.

You've recognized that financing capital improvements can be a valuable strategy - or even an absolute necessity - for achieving your district's goals. But is your district ready to communicate these goals to potential lenders? Can you provide the necessary background information? Have you weighed all the financing options? In this session, speakers will discuss how your district can prepare itself and ensure a successful transaction with the best rate and terms available.

Getting Started with CEQA

Ann Danforth, Rubin Cruse, and Andrew Shen, Renne Public Law Group, LLP

CEQA can be intimidating, so join us for this important session as we uncover CEQA's unique concepts and language. We will discuss basic concepts and requirements alongside real-world examples and









Wednesday, September 11, 2024

illustrations. Additionally, we will explore case law developments and the newest State laws that continue to shape CEQA law. Most importantly, you will learn when a project triggers CEQA and its required processes. While it is constantly evolving, the panel will bring you up to speed on the latest and greatest in the world of CEQA.

How CUPCCAA Benefits Special Districts in Delivering Public Works Projects

Will Clemens, Oceano Community Services District

The California Uniform Public Construction Cost Accounting Act provides Special Districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery.

When Decorum and Civility Do Not Work, Then What?

Shelline Bennett, Liebert Cassidy Whitmore

In defining roles, values, and expectations, the governing body – the board – and executive director help set the tone and tenor for effective and respectful district operations. If a board member attempts to violate those expectations (i.e., interfering in personnel decisions), there may be consequences and impacts for the whole organization. In this session, we will review the legal and policy process for such a situation, related sensitivities, and discuss opportunities for solutions.

What the X? Adjusting Your Agency's Social Media Strategy in an Ever-Changing Landscape

Thomas Christensen, County of San Diego Erin Morales, Cucamonga Valley Water District

It seems like every time you log into a social media platform, something has changed. There are big changes like Twitter becoming X, Next Door allowing special districts to join (finally!), and Facebook constantly changing their administrator pages. Keeping up with all the changes can be daunting. This session will help you understand the latest changes in the social media world so you can consider which platforms your agency should invest time and advertising dollars on.

Creating Your Own Prevailing Wage Checklist

Deborah Wilder,

Contractor Compliance & Monitoring, Inc.

You have attended a lot of prevailing wage educational sessions and webinars, but what you need is an all-inclusive checklist of all the prevailing wage obligations. The checklist includes prevailing wage obligations so you know what is required by just California prevailing wage, and also when the project also needs Davis Bacon compliance, or Skilled and Trained Workforce. Join this class to get your copy of the Prevailing Wage Checklist and review the specific requirements based on your funding source.

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

SDLF Board and Annual Meeting

12:15 - 2:00 p.m.

Legislative Update Luncheon

CSDA Advocacy Team

CSDA's advocacy and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2024, as well as a sneak peek of what to expect in 2025. Learn about significant new laws coming your way and what they mean for special districts going forward.



Awards Presented:

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

Lunch is included in the conference registration.













2:15 - 3:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

Breakout Sessions

Legislative Update "Post Script"

CSDA Advocacy Team

Did you leave the Legislative Update Luncheon still hungry for more? We have you covered. Here's your chance to meet with CSDA's advocacy experts in a smaller setting designed to expand upon and answer questions related to the topics presented earlier at the luncheon. This breakout session will allow for a deeper dive into the biggest bills and hottest state policy matters in Sacramento impacting special districts. So, take notes at the luncheon and bring your questions to the Post Script.

California's Workplace Violence Prevention Requirements are Here: Is Your District Prepared?

Henri Castro, CSP, Special District Risk Management Authority (SDRMA)

The new Workplace Violence Prevention requirements, signed into law under SB553, are effective on July 1, 2024. This session focuses on the written plan requirements, which will include how to conduct a comprehensive workplace violence hazard assessment, developing and implementing a written plan, understanding the violent incident logging requirements, and why tailored employee training is critical.

How Special Districts Can Work with Cities to Secure Revenue and Improve Services to Our Shared Communities

Scott Sear, Kevin Kalman, Barb Adair, and Troy Strange, Desert Recreation District Charlie McClendon, City of Cathedral City

In this session, we will dive into the dynamic and multifaceted relationships between special districts and cities. Participants will explore a variety of strategies to enhance cooperation and partnership, crucial for the delivery of essential services and the promotion of community well-being. We'll also examine the role of ballot measures and tax assessments as tools for funding and prioritizing projects that matter most to the communities. The

session will highlight innovative ways to engage with communities, ensuring that funding measures are grounded in the needs and desires of the residents they serve.

Crafting Your Roadmap to Success: Developing a Meaningful Strategic Plan

Martin Rauch, Rauch Communication Consultants, Inc.

Many districts have some type of strategic plan but feel it falls short in one way or another. This session will guide you to improve an existing planning process or develop a new one because whatever the challenges facing your district, it is critical to build a realistic, step-by-step, and well-supported plan to get there. You will receive guidance on evaluating the issues, challenges, and opportunities facing your district and developing clear board direction for the future.

Competency Modeling: Transforming Teams, Elevating Performance, and Fostering Inclusion

Wendi Brown, WBCP, INC

Discover how competency modeling serves as a compass for organizations, enabling them to identify the skills and strengths crucial to their unique culture and team success. Participants will gain a profound understanding of how competency modeling provides clarity in job descriptions, helps identify and develop leadership, and aligns organizational goals with skills necessary to thrive in today's business landscape.

Diversifying Revenue Streams: A Roadmap for Special District Funding

Donna Segura and Megan Quinn, Harris & Associates Mrunal Shah, Best Best & Krieger, LLP

Join us for an overview of funding options available to special districts and municipalities. We will cover the basic requirements, eligibility, pros/cons, and legal requirements.

Homelessness Redux: Follow-up to What Special Districts Need to Know and What They Can Do in an Ever-Evolving Landscape

Richard Pio Roda, Redwood Public Law, LLP

California continues to have the largest homeless population in the U.S. The Ninth Circuit Court of Appeals' landmark decision in Martin v. City of Boise continues to be interpreted and stretched by decisions, focused on enforcement of sleep,











Wednesday, September 11, 2024

lie, camping, or similar ordinances where there is insufficient shelter space to accommodate all homeless people, and mitigating violations of the Eighth Amendment right against cruel and unusual punishment.

3:45 - 5:00 p.m.

Breakout Sessions

Keeping Up with the Surplus Land Act

Matthew Cody, Best Best & Krieger, LLP Larry Kosmont, Kosmont Financial Services

The SLA was amended in 2023 and HCD is updating their guidance for disposing of surplus property. This presentation will discuss key compliance issues and resources for districts seeking to make best use of their real property assets.

Navigating Generational Differences

Tracy Miller, TM Consulting

In our rapidly evolving world, understanding and harnessing the diverse perspectives and experiences of different generations is crucial for leaders. TM Consulting's "Navigating Generational Differences" session provides a comprehensive and interactive platform for attendees to explore the intricacies of multi-generational dynamics, enabling them to enhance their leadership skills and decision-making capabilities.

From Idea to Action: Budgeting for Strategic Impact

Almis Udrys, OpenGov

Driving meaningful outcomes requires identifying strategic priorities, aligning your team, securing the resources, managing the execution, and communicating impact during the budget process. No matter how you currently budget, you can make small and meaningful changes to increase your budget framework maturity and align the budget process with your strategic plan.

Tools for Navigating Elected Officials Who Won't Follow the Rules

David Prentice and Margaret Long, Prentice | Long PC

What do you do when one of your board members is sexually harassing staff? How can you get your board members to attend legally required trainings? What happens when your board members personally attack each other and engage in bullying behavior? In this session, you'll learn

what your responsibilities are for ensuring that the elected officials in your agency follow the laws. You'll also learn about practical tools and resources for successfully dealing with elected officials who refuse to comply. And finally, you'll learn about what can legally be done if your attempts to resolve these issues have failed.

Cover 80% of Cybersecurity Project Costs with the State and Local Cybersecurity Grant Program

Corey Kaufman, VC3

The federal government has provided funding to assist State, Local and Tribal (SLT) governments with managing and reducing systemic cyber risk. The grant will cover 80% of the cost—meaning your special district will only be responsible for 20%. Previous years' envisioned cybersecurity grant dollars distributions didn't look like much for local government entities, so many didn't apply – leaving significant funding for those who did. In this presentation, we'll discuss how the grant program works, how to apply, and how CSDA can help.











Wednesday, September 11, 2024

6:00 - 9:00 p.m.

Taste of the City - Casino Night

Sample local food and beverages while enjoying casino games, music from our DJ, and a lively silent auction, benefiting SDLF.

Reception is included with full conference registration.



Thursday, September 12, 2024

8:00 - 10:00 a.m.

Closing Breakfast: Connect and Collaborate

We've saved the best for last! Here's your chance to connect with similar districts and discuss some of your most pressing issues.



Awards Presented:

- Excellence in Technology
- Chapter of the Year
- Beacon Awards

Breakfast is included in full conference registration.

10:00 a.m.

Conference Adjourns



THURSDAY

Registration Fees

Save \$\$\$ by registering now!

Early Bird (on or before August 9, 2024)

- · Member (Full Conference) \$775
- · Non-member (Full Conference) \$1,160
- Guest of a CSDA Member* (Full Conference, cannot be from a district/company) \$400
- Guest of a CSDA Non-Member* (Full Conference, cannot be from a district/company) \$600
- · Member (One-day Registration) \$430
- Non-member (One-day Registration) \$645

Regular Registration (After August 9, 2024)

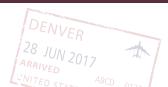
- · Member (Full Conference) \$860
- · Non-member (Full Conference) \$1,290
- Guest of a CSDA Member* (Full Conference, cannot be from a district/company) \$490
- Guest of a CSDA Non-Member* (Full Conference, cannot be from a district/company) \$730
- · Member (One-day Registration) \$460
- · Non-member (One-day Registration) \$690

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership contact Member Services at membership@csda.net or 877-924-2732.











2024 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE • INDIAN WELLS, CA

Attendee Registration Form

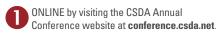
Hotel Reservations Renaissance Esmeralda Resort & Spa

CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day plus \$15 resort charge per room per day. The room reservation cut-off is August 21, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. One night's room and tax will be charged at the time a reservation is made and becomes non-refundable on Friday, August 16, 2024.

Registration Fees Include:

- President's Reception with the Exhibitors
- Keynote Sessions
- Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- Mix and Mingle in the Exhibit Hall
- ► SDRMA Full Plated Breakfast
- Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- Closing Breakfast

Three Ways to Register



2	FAX y
9	(All fax

FAX your registration form to 916-520-2465.
All faxed forms must include payment)



MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:			Title:			
District:						
Address:						
City:			State: Zip:			
Phone:			Fax:			
Email:			Website:			
Special Needs (including dietary)			First time attending the CSDA Annu	al Conference	e & Exhibitor Showcase	? ☐ Yes ☐ No
Emergency Contact:						
Conference Registration Fees			Early Bird (on/before August 9, 2024)	Regular (aft	ter August 9, 2024)	SUBTOTAL
☐ CSDA Member - Full Conference			\$ 775.00	\$860.00		
☐ Non-member - Full Conference			\$ 1,160.00	\$ 1,290.00		
☐ Guest of a Member - Full Conference	* (Cannot be from a district/comp	any) 🗆 Vegetarian	\$ 400.00	\$ 490.00		
☐ Guest of a Non-member - Full Confere	ence* (Cannot be from a district/co	ompany) 🗆 Vegetarian	\$600.00	\$ 730.00		
☐ CSDA Member - One-day registratio	n 🗆 Tuesday 🗆 Wednesday	/ Thursday	\$ 430.00 each day	\$ 460.00 each day		
□ Non-member - One-day registration □ Tuesday □ Wednesday □ Thursday			Ф САБ 00 b - d	\$ 690.00 each day		
inon-member - one-day registration	□ Tuesday □ vvednesday	/ 🗀 Thursday	\$ 645.00 each day	\$ 690.00 eac	cn day	
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Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than August 9, 2024. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 9, 2024. Substitutions are acceptable and must be done in writing no than later August 30, 2024. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



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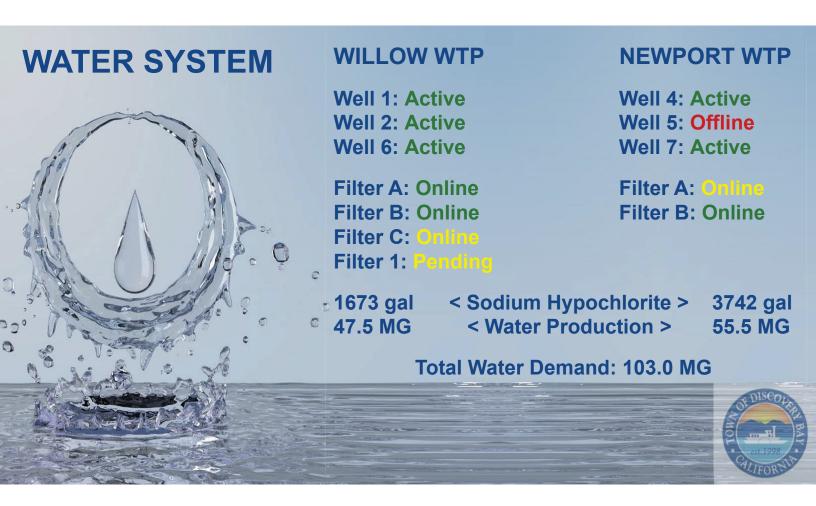


Safety & Training

- Heat Stress & Fatigue
- Housekeeping
- Security Awareness
- Operator Refresher
- Color Coding & Signage

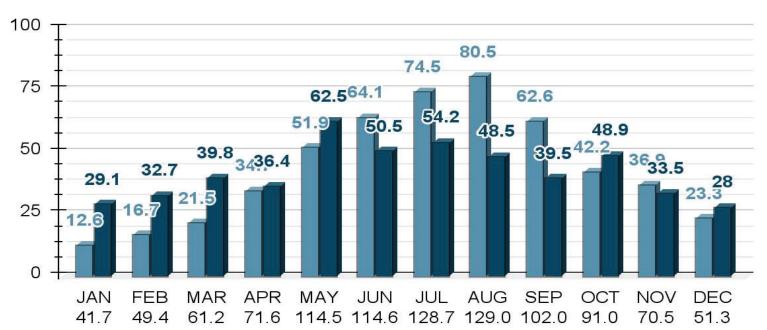


356 Safe Work Days



Water Demand in Million Gallons



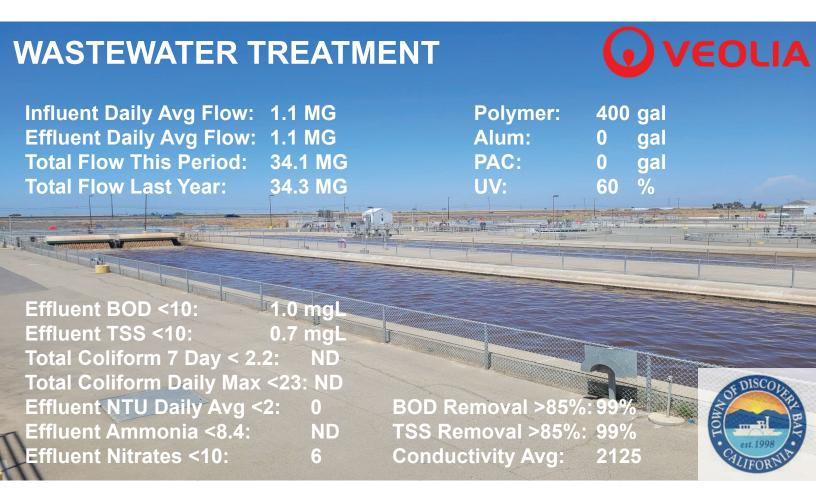




Hydrant Flushing: Fall 2024 Water Quality Complaints: 0
Valve Exercising: Fall 2024 Water Pressure Concerns: 0
Consumer Confidence Report: Pending Coliform Positive Results: 0
Lead & Copper Sampling: Aug 2024 Notice of Violations: 0

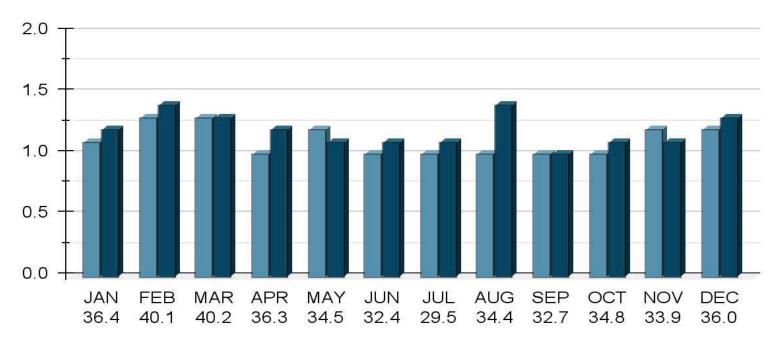






Wastewater Flow in Million Gallons









Town of Discovery Bay "A Community Services District" STAFF REPORT

Agenda Title: Discussion and Possible Action to Award Contract for Construction of the Well 8 Pump Station

Project to the Lowest Responsive Bidder.

Meeting Date: June 19, 2024

Prepared By: Mike Yeraka, Projects Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

a. Award the Construction of the Well 8 Pump Station Project to Conco West Inc., to perform the necessary construction services per the project bidding documents and the issued addenda.

- b. Authorize the General Manager to execute the Town's construction contract agreement with Conco West Inc., to perform the work contained in the bidding documents and any addenda in the amount not to exceed \$4,403,700.
- c. Authorize the General Manager to execute change orders for up to 10% of the contract value.

EXECUTIVE SUMMARY:

The Town opened bids for construction of the Well 8 Pump Station on May 30, 2024, and received four bids ranging from \$4,403,700 to \$5,070,343 as indicated on the attached. The engineer's estimate for the project was \$3,670,000.

The remaining costs to complete the project, including 10% for contingencies, total \$5,550,000, which is \$600,000 more than the \$4,950,000 in the current draft of the FY 24/25 budget. Staff will be recommending to the Board that the final FY 24/25 budget be increased to \$5,550,000.

The project scope includes installation of the well pump, pipelines, tanks and treatment facilities.

It is expected that the contractor will start work in mid-July and complete the project by mid-January 2026.

Staff has examined the responsiveness of the bid packages, and has determined that Conco West, the low bidder, has included all the essential and required documents and the sum of the bid items is consistent with their bid total of \$4,403,700

FISCAL IMPACT:

Amount Requested: \$4,403,700 plus \$440,370 as 10% contingency.

Sufficient Budgeted Funds Available? Funds will be available in the FY 24/25 budget.

Prog/Fund # Category: TBD

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

The Board authorized construction of Well 8 at the May 17, 2023, Board Meeting.

ATTACHMENTS:

1. Bid Results

Town of Discovery Bay

Well 8 Pump Station

May 30, 11:00a.m. Bid Results

Bidder Amount

Conco West, Inc	\$ 4,403,700.00
GSW Construction, Inc.	\$ 4,809,000.00
Pacific Infrastructure	\$ 4,811,000.00
Myers & Sons Construction	\$ 5,070,343.00



Town of Discovery Bay "A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve Contract Extension with San Joaquin Office of

Education for Landscaping and Maintenance Services Provided by California Conservation

Corps.

Meeting Date: June 19, 2024

Prepared By: Monica Gallo, Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve extending the Streetscape Contract with the San Joaquin County Office of Education (SJCOE) from 12 to 18 weeks.

Authorize the General Manager to execute the Service Contract Agreement with the San Joaquin County Office of Education (SJCOE), to perform the necessary streetscape work.

EXECUTIVE SUMMARY:

The landscape department has been making great strides not only in our parks' landscaping needs, but also all our streetscapes in town. With savings from recent staffing changes and our continuing efforts to improve the look of our town, staff are requesting a 6-week extension with SJCOE for our streetscape work for fiscal year 2024/2025.

This was brought to the June 5, 2024, Special Parks and Recreation Committee Meeting for discussion.

FISCAL IMPACT:

\$37,950.00 - Salary Budget

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

N/A



Town of Discovery Bay "A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace

Ravenswood Park Splash Pad in Zone 9.

Meeting Date: June 19, 2024

Prepared By: Monica Gallo, Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve contract with MRC/GameTime to replace the Ravenswood Park Splash Pad for an amount of \$207,538.95 plus 15% contingency, with a not to exceed amount of \$238,669.00.

Authorize the General Manager to execute the Towns Construction Agreement with MRC/Game Time, to perform the work contained in the quote.

EXECUTIVE SUMMARY:

In July 2005, the Town of Discovery Bay CSD approved to form a landscaping, park, lighting, and open space improvement district for Ravenswood under Resolution 2005-02. Over the years, park improvements have been made including the splash pad at Ravenswood Park in 2011. The splash pad is a valued investment for the Ravenwood area residents, but recent years have seen downtime and ongoing maintenance costs to keep it running.

The splash pad is nearing its useful life of approximately 15 years. Staff have been evaluating the splash pad's ongoing maintenance, future repairs and/or replacing the splash pad altogether. Based on staff's research, it is recommended to replace the splash pad rather than spend more funds on further repairs and maintenance.

Staff received a quote from MRC/GameTime for \$207,538.95 through its OMNIA cooperative agreement (District's OMNIA participant ID is #1029102, MRC/GameTime Participant ID #2017001134). Cooperative agreements are allowed by District's Policy 011 Purchasing and Procurement.

This project was brought before the Special Parks and Recreation Committee Meeting on June 5, 2024. The Committee requested staff gather answers to the following questions and bring back to a future Board of Directors Meeting.

- Q: What is the warranty? A: Warranty for all parts and labor is one year. This includes all sprayers, above ground features and control mechanism/electronics.
- Q: Payment terms included in quote? A: The Town of Discovery Bay can issue a purchase order for the project. Invoicing for the full amount will take place after the project is completed.
- Q: Duration of project? A: Project will be completed in two phases with initial concrete work lasting several
 days followed by 10 days of cure time. The second phase will be installation and training which will take
 one week. Project will begin in the fall after the splash pad is closed for the 2024 summer season.
- Q: Financial impact on repairs for current splash pad? A: There have been more than \$20,000 in repairs to the splash pad to keep it operational.
 - o Note: the cost also extends to the cost of waiting for parts or services and the length of time the

splash pad has had to be down.

FISCAL IMPACT:

Assessment funds are adequate to cover the purchase of the splash pad. In addition, the Fiscal Year 2024-2025 budget includes \$200,000 for the replacement of the splash pad.

If necessary, there are additional funds available for the 15% contingency.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

- 1. Quote.
- 2. Splash Pad Renderings.

C/O MRC PO Box 106 Spring Lake, NJ 07762 Ph: 732-458-1111 Email: MRC@GAMETIME.COM

WEBSITE: www.mrcrec.com

CA Discovery Bay Town of Ravenswood Park Splash Pad

Discovery Bay Town of Attn: Monica Gallo 1601 Discovery Bay Blvd Discovery Bay, CA 94505 Phone: 925-634-1733 Fax:925-513-2075 mgallo@todb.ca.gov **Ship to Zip** 94505

Quantity	Part #	Description	Unit Price	Amount
1	IWFSS	AquaWorx - SUPER MISTING CURVE	\$7,203.75	\$7,203.75
1	IWFPOST	AquaWorx - 360 Spraying post 3' Tall, 3' SA (5GPM)	\$4,705.00	\$4,705.00
1	IWFCURVE	AquaWorx - Curved misting water feature 4' Tall, 5' SA (8GPM)	\$5,145.00	\$5,145.00
1	IWFSHSNA	AquaWorx - SHOWERING SNAKE	\$6,431.25	\$6,431.25
1	IWFTUNNEL	AquaWorx - Squirting Ground Sprays, 5' tall, 8' SA, 30 GPM, (6) SPRAYS IN A ROW	\$6,762.50	\$6,762.50
3	IWFGSG	AquaWorx - Geyser ground spray 6' Tall, 6' SA (10GPM)	\$662.50	\$1,987.50
1	IWFACF	AquaWorx - LARGE ACRYLIC SQUIRTING FLOWER (20GPM)	\$11,613.75	\$11,613.75
1	IWFSPOUT	AquaWorx - Spraying spout 9' Tall, 6' SA, (20GPM)	\$6,615.00	\$6,615.00
1	IWFTWIRL	AquaWorx - Aqua Twirl spinning gum drop watr feature 3' Tall, 15' SA, (35gpm)	\$7,810.00	\$7,810.00
1	IWFARCH	AquaWorx - Misting Arch 7' Tall, 9' GSA, (20GPM)	\$8,673.75	\$8,673.75
1	IWFC2	AquaWorx - AQUA CANNON 2 a double pivot cannon 3'6 Tall, 10'SA, (10GPM)	\$7,203.75	\$7,203.75
1	IWF3BUCKET	AquaWorx - 3 Tipping Buckets 10' Tall, 10' SA, (12GPM)	\$11,613.75	\$11,613.75
1	IWF - Custom	AquaWorx - IWF - Custom dsc controller	\$14,777.50	\$14,777.50
1	Labor	AquaWorx - Field Labor TO INSTALL ALL NEW FEATURES PURCHASED TO EXISTING PLUMBING LOCATIONS	\$64,146.25	\$64,146.25
1	INSTALL	GameTime - Site Work-	\$14,445.00	\$14,445.00
		 Remove concrete around existing spray features to create footings for installation of above ground spray features. Fill and patch with new concrete. 		
Contract:	OMNIA #2017	001134	Sub Total	\$179,133.75
			Freight	\$12,731.00
			Tax	\$15,674.20
			Total	\$207,538.95

Comments

Supply and Installation Included

Offloading responsibility of customers

Taxes added

JB.DZ

Page 1 of 4 E3-1



C/O MRC PO Box 106 Spring Lake, NJ 07762 Ph: 732-458-1111 Fmail: MRC@GAMETIME

Email: MRC@GAMETIME.COM WEBSITE: www.mrcrec.com

CA Discovery Bay Town of Ravenswood Park Splash Pad

Remit Payment to:

GameTime P.O. Box 680121 Fort Payne, AL 35968

Taxes:

All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided. If sales tax exempt, you must provide a copy of certificate to be considered exempt.

Prices:

FOB Factory.

Orders:

All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime. Standard GameTime equipment orders over \$100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships Standard orders with equipment, installation and surfacing are requested to be split billed.

Equipment, Taxes & Freight as noted above

Installation and Surfacing billed as completed and Due Upon Receipt.

Terms:

Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.

Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.

Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process. GameTime may also require:

Completed Project Information Sheet (if applicable)

Copies of Payment and Performance Bonds (if applicable)

A 1.5% per month finance charge will be imposed on all past due invoices.

Retainage not accepted.

Orders under \$5,000 require payment with order.

C/O MRC PO Box 106 Spring Lake, NJ 07762 Ph: 732-458-1111 Email: MRC@GAMETIME.COM

WEBSITE: www.mrcrec.com

CA Discovery Bay Town of Ravenswood Park Splash Pad

This quotation is subject to the following terms and conditions.

PRICING/PAYMENT: Pricing F.O.B. factory, firm for 30 days from date of quotation unless otherwise stated above.

PAYMENT TERMS:

- 20% at time of Order, 70% when equipment ships, 10% regainage until equipment is installed. Checks to be made payable to GameTime c/o AquaWorx.
- AquaWorx adds a 3% service Fee to credit or debit card payments.
- · Quoted Prices are valid for 60 days with freight subject to change
- · Cancellations or returns are not accepted without prior authorization in writing and subject to a 40% Re-Stocking Fee.
- · Notice of Commencement must accompany all orders.
- Ownership of all materials listed on this proposal/invoice shall be vested in the seller, Aquaworx Inc until said materials are fully
 paid for. If this invoice has to be collected through an attorney then purchaser agrees to pay all reasonable costs for the making of
 the collection. Venue will be in St Petersburg FL.
- . Sellers liability is limited to buyers purchase price of the materials.

TAXES: State and local taxes, if applicable. will be added at time of invoicing unless a Sales Tax Exemption Certificate is provided at time of order entry.

FREIGHT/SHIPMENT: Freight Charges: Prepaid and added at time of invoicing. Shipment: Order shall sip current lead times after receipt and acceptance of payment per terms above, fully executed quotation and any required color selections. Some products may require longer lead times. Consult your Sales Representative for any extended lead times that may apply to your order.

RECEIPT OF GOODS: Customer is responsible for unloading and uncrating equipment from truck. Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of shipment.

EXCLUSIONS: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; installation tools/equipment; safety surfacing; borders and drainage provisions.

TO ORDER: Please complete the acceptance portion of this quotation, provide color selections, payment as per terms and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.



C/O MRC PO Box 106 Spring Lake, NJ 07762 Ph: 732-458-1111 Email: MRC@GAMETIME.COM WEBSITE: www.mrcrec.com

Acceptance of quotation: (ALL INFORMATION REQUIRED)

CA Discovery Bay Town of Ravenswood Park Splash Pad

P.O. No: _____ Accepted By (printed): Phone: _____ Facsimilie: Email: Purchase Amount: \$207,538.95 Order Information: (ALL INFORMATION REQUIRED) Bill To Contact: Ship To Contact: Ship To Email: _____ Bill To Email: Ship To Phone: (Office): (Cell):_____ Ship To Address: Bill to Address: Ship To City, State, Zip: Bill To City, State, Zip: ____ SALES TAX EXEMPTION CERTIFICATE #: (PLEASE PROVIDE A COPY OF CERTIFICATE)

Quote prepared by: Jamie Bartlett



Discovery Bay Splash Pad Rev

1900 Sq. Ft. Wet Area w/ 850 Sq. Ft Dry Offset (197 GPM)

Aqua Activator, Aqua Super Misting Curve, Aqua Post, Aqua Curve , Aqua Showering Snake, Aqua Tunnel, Aqua Geyser (3), Aqua Acrylic Flower, Aqua Spout, Aqua Buckets 3, Aqua Cannon, Aqua Arch, Aqua Twirl

≈AQUAWORX°

DATE: 05/29/24 © 2024 AquaWorx, Inc.



Discovery Bay Splash Pad Rev

1900 Sq. Ft. Wet Area w/ 850 Sq. Ft Dry Offset (197 GPM)

Aqua Activator, Aqua Super Misting Curve, Aqua Post, Aqua Curve , Aqua Showering Snake, Aqua Tunnel, Aqua Geyser (3), Aqua Acrylic Flower, Aqua Spout, Aqua Buckets 3, Aqua Cannon, Aqua Arch, Aqua Twirl

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DATE: 05/29/24 © 2024 AquaWorx, Inc.





Town of Discovery Bay

"A Community Services District" STAFF REPORT

Agenda Title: Discussion and Possible Action for Financial Auditor Selection for Fiscal Years ending June 30,

2024, June 30, 2025, and June 30, 2026.

Meeting Date: June 19, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve and authorize the General Manager to execute the Town's Service Contract Agreement for a three-year engagement with CLA for a total not-to-exceed amount of \$146,285 to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026.

EXECUTIVE SUMMARY:

Guidance from the Government Finance Officers Association (GFOA) states that local agencies should undertake a full-scale competitive process for the selection of independent auditors and recommend multiyear agreements. The auditor selected should require firms perform their audits in accordance with the audit standards promulgated in the U.S. Government Accountability Office's Government Auditing Standards. Government Auditing Standards, also known as Generally Accepted Government Auditing Standards (GAGAS), provide a higher level of assurance regarding internal control than Generally Accepted Audit Standards (GAAS), which are fully incorporated into GAGAS.

Following this best practice, District staff issued a request for proposal to 12 auditing firms to provide the following services and deliverables:

- Perform financial audit;
- Examine internal accounting controls and accounting procedures;
- Report all irregularities and illegal acts to General Manager or Finance Manager;
- Submit management letter on recommendations to improvement systems of internal control, or accounting system;
- Draft financial statements and notes to the financial statements; and
- Complete the annual State Controller's Office Financial Transactions report*

*Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller.

Staff received two proposals from CLA and Croce Sanguinetti, & Vander Veen (CSV) and reviewed each proposal for quality and completeness of the proposal; firm qualifications, capabilities, experience, and minimum

requirements; engagement team profile and references; audit approach, timing, procedures, and communication with the client; and price proposal. In addition, staff interviewed each firm and checked their references.

Criterion	Available Pts.	CLA	CSV
Quality and Completeness	5	5	4
Firm Qualifications	10	10	9
Engagement Team	10	10	10
Audit approach	35	33	27
Costs Proposal	20	14	20
Proposal Review Total	80	72	70
Interview	20	17	15
Total Points	100	89	85
3-Year Pricing		\$ 146,285	\$ 123,850

	Available		
Criterion	Pts.	CLA	CSV
Quality and Completeness	5	5	4
Firm Qualifications	10	10	9
Engagement Team	10	10	10
Audit approach	35	33	27
Costs Proposal	20	14	20
Proposal Review Total	80	72	70
Interview	20	17	15
Total Points	100	89	85
3-Year Pricing		\$ 146,285	\$ 123,850

Based on the interviews each firm was provided with an opportunity to provide their final and best offer as allowed by the request for proposal. CLA did provide a 10% discount on their pricing at a value of \$16,254. The scoring for cost proposal was based on the original submission; however, the pricing in the table above reflects the adjusted cost proposal.

In accordance with District Policy #011, section III requires that any agreement above \$50,000 requires Board approval. Based on overall best value to the District, staff recommends CLA to provide financial audit services as described in the request for proposal for the Fiscal Years ending June 30, 2024, June 30, 2025, and June 30, 2026. The assigned CLA team is focused on local government and has the support of the national team. The national team is available to stay ahead of the GASB pronouncements, and to ensure a strong practice is maintained. The firm does invest in technology to be ready to oversee the changing landscaping including the impacts of Al and other advances to efficiently conduct an audit and provide insight through the new auditing standard to focus more on an agency's technology. In addition, the CLA team is very familiar with preparing an Annual Comprehensive Financial Report (ACFR) and the requirements of GFOA's Excellence in Financial Reporting.

FISCAL IMPACT:

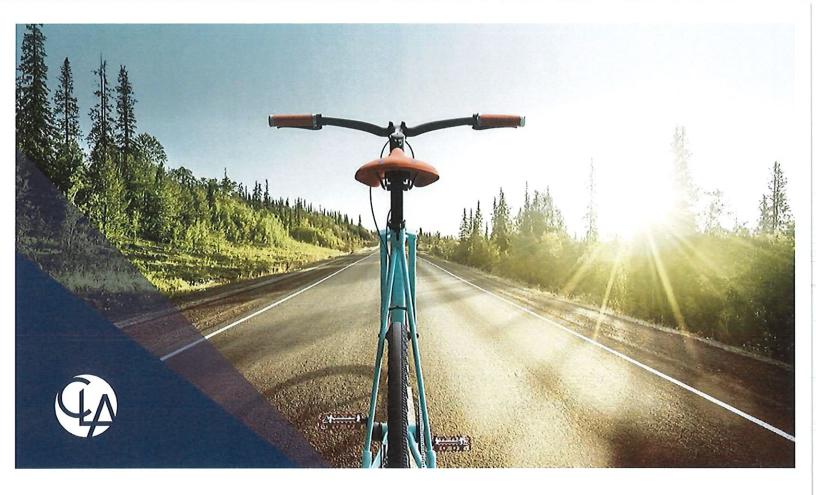
Audit fees are included within the operating budget across each fund budget. Audit fees are estimated to be approximately \$46,862 in Fiscal Year June 30, 2024, and \$146,285 over the three-year period.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

- Audit Proposal CLA and Final and Best Offer Letter.
 Audit Proposal Croce, Sanguinetti, & Vander Veen.



May 14, 2024

Proposal to provide professional financial auditing services to:

Town of Discovery Bay Community Services District

Prepared by: Tiffany Fung, CPA, Signing Director tiffany.fung@CLAconnect.com Direct 714-795-5407

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAglobal.com/disclaimer. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



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a) Executive Summary Letter

May 14, 2024

Ms. Margaret Moggia, Finance Manager Town of Discovery Bay Community Services District 1800 Willow Lake Road Discovery Bay, CA 94505 mmoggia@todb.ca.gov

Via Email Submission

Dear Ms. Moggia:

Thank you for inviting us to propose. We look forward to the opportunity to provide services to Town of Discovery Bay Community Services District (the District).

Complete legal company name	CliftonLarsonAllen LLP
Address	2875 Michelle Drive, Suite 300, Irvine, CA 92606
Contact person	Tiffany Fung, CPA, Signing Director
Telephone number	714-795-5407
E-mail address	tiffany.fung@CLAconnect.com

We have included all the requirements of the District's RFP within this proposal response document. A detailed listing of each item can be found in the table of contents provided on the previous page.

Proposal validity

Our proposal response will be valid for 90 days.

Verification statement

I, Tiffany Fung, your engagement partner, will serve as the District's primary contact person for this engagement. As a signing director of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the District's RFP.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the District's consideration:

- Industry-specialized insight and resources As one of the nation's leading professional services firms, and
 one of the largest firms who specialize in regulated industries, CLA has the experience and resources to
 assist the District with their audit needs. In addition to your experienced local engagement team, the District
 will have access to one of the country's largest and most knowledgeable pools of regulated industry
 resources.
- OMB Uniform Guidance (UG) experience CLA performs single audits for hundreds of organizations annually, ranking top in the nation for the number of single audits performed by any CPA firm. The single audit requires a specific set of skills to properly perform the procedures. As such, we have developed a group of professionals who specialize in providing single audit services.
- Strong methodology and responsive timeline In forming our overall audit approach, we have carefully reviewed the RFP and considered our experience performing similar work for other municipalities. Our local government clients are included amongst the more than 4,200 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. The work plan also minimizes the disruption of your staff and operations and provides a blueprint for timely delivery of your required reports.
- Communication and proactive leadership The District will benefit from a high level of hands-on service
 from our team's senior professionals. We can provide this level of service because, unlike other national
 firms, our principal-to-staff ratio is similar to smaller firms allowing our senior level professionals to be
 involved and immediately available throughout the entire engagement process. Our approach helps
 members of the engagement team stay abreast of key issues at the District and take an active role in
 addressing them.
- Fresh perspective By engaging CLA, the District will benefit from a fresh look at its business operations, information systems, and financial risk management policies and procedures. You will be served by an engagement team with enthusiasm and a desire to meet and exceed expectations. We are confident that our industry experience will bring to the District new ideas, creative approaches, and fresh opportunities to meet the financial management and accountability challenges before the District.

We want to serve you and we have the qualifications to deliver quality, timely work. Throughout this proposal, we take you on a journey outlining how we'll work together and the value you can come to appreciate when we exceed expectations. For ease of evaluation, the structure of our proposal follows your RFP section titled, *Proposal* Requirements.

Please contact me if I can provide additional information on our firm or our proposal.

Sincerely,

CliftonLarsonAllen LLP

Tiffany Fung, CPA Signing Director 714-795-5407

tiffany.fung@CLAconnect.com

b) Firm Qualifications, Capabilities, Experience

Minimum requirement

CLA confirms the audit will comply with Generally Accepted Auditing Standards (GAAS), generally Accepted Accounting Principles (GAAP), and as a government entity the audit will also follow the U.S. General Accountability Office's (GAO) Generally Accepted Government Auditing Standards (GAGAS), the Single Audit Act and OMB Grant Reform Rules, as well as applicable standards established by the Government Accounting Standards Board (GASB). The proposed engagement partner and manager have at least 10 years and 5 years of government audit experience, respectively. See section *c) Engagement Team Profile and Resources*.

Capabilities and experience

You can benefit from a close personal connection with a team of professionals devoted to governments. Our goal is to become familiar with all aspects of your operations — not just the information needed for the yearend audit so that we can offer proactive approaches in the areas that matter most to you:

- Finding new ways to operate more effectively and efficiently
- Responding to regulatory pressures and complexities
- Maintaining quality services in the face of revenue reductions
- Providing transparent, accurate, and meaningful financial information to stakeholders, decision-makers, and your constituents

We understand the legislative changes, funding challenges, compliance responsibilities, and risk management duties that impact you. Our experienced government services team can help you navigate the challenges of today, all while seamlessly strategizing for the future.

California government experience

CLA is a leading provider of government audit and consulting services in California. *We serve more than 130 California municipalities, special purpose governments, and school districts*. As such, we understand the complexities within California governments, grant funding, and the specific federal and state compliance requirements of that funding. Inherently, with the size of CLA's government practice, we are continually consulting other governments and professionals to stay current on constant changes and local issues that may affect the City.



Utilities experience

CLA serves more than 450 power agencies, electric distribution cooperatives, public utility authorities, and municipalities operating public utility funds across the country. Our work with municipal governments has provided our professionals with extensive experience dealing with government-operated utilities from both an assurance and consulting perspective. In fact, several of our municipal clients routinely request our assistance with adjusting utility user rates (water, sewer, electric, other service charges). We also provide interpretative guidance resulting from new state or federal legislation that may impact our clients.

Sample client listing

The following is a sampling of similar experiences in the last three years.

- Coachella Valley Water District
- Inland Empire Utilities Agency
- Laguna Beach County Water District
- Orange County Water District
- La Habra Heights County Water District
- South Coast Water District
- Moulton Niguel Water District
- Western Municipal Water District
- Western Riverside County Regional Wastewater Authority
- Midway Sanitary District

Experience with implementation of GASB statements

CLA routinely assists clients with the implementation of GASB statements. In fact, many of our principals and signing directors provide training and aid in implementation of new standards, including the accounting, preparation of financial statements, and required disclosures. We aid the understanding of reasons for the standards — as well as alternatives that may exist. This includes the creation of templates (general and client specific) in use today by some governmental entities.

A significant amount of time in that training is spent on financial statement preparation and understanding of the reporting models, as well as the impact of GASB standards. We have helped our clients produce financial statements that continue to receive the GFOA Certificate of Excellence in Financial Reporting and have aided first-time filers in acquiring and maintaining their certificates.

Certificate of achievement assistance

The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting is awarded to state and local governments that go beyond the minimum requirements of generally accepted accounting principles. It is awarded to state and local governments who produce an annual comprehensive financial report that evidences the spirit of transparency and full disclosure. Members of the GFOA staff and the GFOA Special Review Committee (SRC) review reports submitted to the ACFR program.

CLA provides audit services to many entities that received the GFOA Certificate of Excellence in Financial Report. All of the procedures noted in our audit approach and our technical review of the ACFR are done to help the District prepare and publish the top product possible. Our managers, principals, and signing directors who review the ACFR have a strong understanding of the GFOA requirement for the certificate. We understand that this is a prestigious award for the District and a great accomplishment for the Finance and Accounting departments.

We will review the GFOA comment letter for each ACFR and provide the District advice regarding the response to the GFOA reviewer's comments.



Our procedures with respect to the ACFR will be the review of the comments from GFOA on the prior year submission to determine they were adequately addressed, completion of the ACFR checklist, and review of the transmittal letter and statistical data to determine that information presented is reasonable and agrees with the information in the financial statements and management's discussion and analysis (MD&A), where applicable.

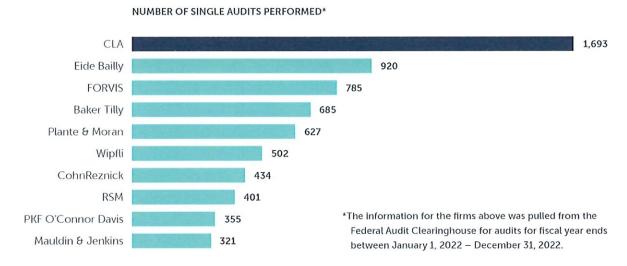
We understand the interrelationships of the many and varied components of a governmental entity's financial statements, allowing us to quickly determine errors or problems with the financial statements. Our depth of knowledge and experience also allows us to assist the District with the preparation of the ACFR and improvement of the District's financial statements.

Our involvement with clients in the GFOA Certificate program helps to determine that we are on the leading edge of reporting trends and techniques. We have been engaged by various entities to review their statements for compliance with program requirements. We have aided clients in the early implementation of professional pronouncements and regularly provide our clients with updates on new pronouncements which will affect them and will do the same for the District.

Single audit experience

CLA performs the largest number of single audits in the United States

We audited nearly \$257 billion dollars in federal funds in 2022. The chart below illustrates CLA's experience in serving organizations that receive federal funds and demonstrates our firm's dedication to serving the government and nonprofit industry.



It is more important than ever to find qualified auditors who have significant experience with federal grants specific to the District and can enhance the quality of the District's single audit. Therefore, the single audit will be performed by a team of individuals who are managed by personnel who specialize in single audits in accordance with OMB's *Uniform Guidance* and who can offer both knowledge and quality for the District. As part of our quality control process, the single audit will be reviewed by a firm Designated Single Audit Reviewer.

You'll need an audit firm experienced in performing single audits and a familiarity with the specific programs in which you are involved and will benefit from CLA's experience in this area.



Deep industry connections

CLA actively supports industry education as a thought leader and industry speaker. We focus on supporting the educational needs of the industry through nationally sponsored trade events. Our team of professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations, including those shown here.

GFOA AGA ALGA
NASACT NASC NSAA

We are also actively involved in and/or are members of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- AICPA's State and Local Government Expert Panel
- AICPA's Government Audit Quality Center (GAQC)
- Government Finance Officers Association (GFOA)
- Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting (Certificate) Program
- AICPA Single Audit Quality Task Force
- Association of Government Accountants

Our involvement in these professional organizations, combined with various technical services we subscribe to, allows use to be at the forefront of change in the constantly changing government environment. We take our responsibility for staying current with new accounting pronouncements, auditing standards, other professional standards and laws and regulations seriously.

Insight to strengthen your organization

When you're ready to go beyond the numbers to find value-added strategies, we offer resources to help you respond to challenges and opportunities including:

- National webinars Access complimentary professional development opportunities for your team.
- Articles and white papers Stay current on industry information as issues arise.

Curious: We care, we listen, we get to know you.



Support at every turn

With <u>dedicated services specific to state and local governments</u>, you have access to guidance on all aspects of your operations.

- Affordable Care Act (ACA) reporting and compliance
- Audit, review, and compilation of financial statements
- Compliance audits (HUD, OMB Single Audits)
- COVID-19 funding support
- Cybersecurity
- Enterprise risk management
- Forensic accounting, auditing, and fraud investigation
- Fraud risk management
- Grant compliance
- Implementation assistance for complex Governmental Accounting Standards Board (GASB) statements
- Internal audit
- Outsourced business operations
- Performance auditing
- Purchase card (p-card) monitoring and analytics
- Risk assessments
- Strategic, financial, and operational consulting
- Telecom management services

Planning, capital, Improving succession, and efficiency and results Data analytics. Domestic and insight, and digital global matters strategy and solutions Opportunity Wheel Workforce and recruiting Governance and regulations

Independence can easily become impaired when providing consulting services; therefore, we do not provide any services to our audit clients beyond those allowed. If additional work is requested by the District outside of the scope of the audit, we will discuss with you our proposed fee for additional services prior to beginning the new services.



Peer review report

In the most recent peer review report, dated November 2022, we received a rating of pass, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided on the following page. *This quality review included a review of specific government engagements*.

Professional ethics and regulatory issues or complaints against team members

From time to time, individuals in the firm are parties to an inquiry from a regulatory or ethics body. In all cases the individual, with the firm's backing, shall cooperate in providing the information required to respond appropriately to the inquiry.

The firm and professionals within the firm presently do not have any regulatory or ethics inquiries outside the normal course of our practice.

Quality control procedures

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:



- A quality control document that dictates the quality control policies of our firm. In many cases, these
 policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and
 demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our
 adherence to our policies and procedures, and to foster quality and accuracy in our services, internal
 inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a riskbased second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.
- An annual internal inspection program to monitor compliance with CLA's quality control policies.
 Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA's rules of professional conduct, which specifically require maintaining the
 confidentiality of client records and information. Privacy and trust are implicit in the accounting profession,
 and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the *Uniform Guidance*.





Report on the Firm's System of Quality Control

To the Principals of CliftonLarsonAllen LLP and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the "Firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards, may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA, and examinations of service organizations (SOC 1[®] and SOC 2[®] engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. CliftonLarsonAllen LLP has received a peer review rating of pass.

Cherry Bekaert LLP Charlotte, North Carolina

Cherry Bekaert LLP

November 18, 2022

cbh.com



c) Engagement Team Profile and References

Engagement team profile

The true value in working with our team is developing a personal and professional relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below. All engagement team members are licensed in the state of California. Detailed resumes can be found in the *Appendix*.

Engagement Team Member	Role	Years Experience	
Tiffany Fung, CPA	Engagement partner — Tiffany will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Tiffany is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team.	13+	
Daphnie Munoz, CPA	Assurance resource partner - Daphnie will be the technical resource for the audit team as well as District personnel. Daphnie's many years of serving governmental entities will be an invaluable resource.	25+	
Rebecca Hoang Tai, CPA	Engagement manager — Rebecca will act as the lead manager on the engagement. In this role, Rebecca will assist the engagement partner with planning the engagement and performing complex audit areas. She will perform a technical review of all work performed and is responsible for the review of the annual comprehensive financial report and all related reports.	11+	

Additional staff – We will assign additional staff to your engagement based on your needs and their experience providing services to similar clients.

Collaborative: Support from a responsive local team complemented by national resources. We consider the whole of your organization, bringing innovative teams to the table.



References

Our clients say it best. And their independent, authentic perspective is invaluable in learning about the experience you'll have when working with us. We encourage you to connect with our clients to hear it firsthand.

	South Coast Water District
Address	31592 West Street, Laguna Beach, CA 92651-6907
Contact Information	Jenny Leisz, Finance Director 949-499-4555 jleisz@scwd.org
Services Provided	Audit, single audit
Length of Engagement	2018 – current
Engagement Team Personnel	 Daphnie Munoz Partner Tiffany Fung Manager

Laguna Beach County Water District					
Address	306 Third Street, Laguna Beach, CA 92652				
Contact Information	Brian Jewett, Finance Manager 949-464-3105 bjewett@lbcwd.org				
Services Provided	Audit				
Length of Engagement	2018 – 2022				
Engagement Team Personnel	 Tiffany Fung Manager Rebecca Hoang Tai Manager 				

	Moulton Niguel Water District
Address	26161 Gordon Road, Laguna Hills, CA 92653
Contact Information	Kelsey Decases, Controller 949-448-4044 kdecasas@mnwd.com
Services Provided	Audit, single audit,
Length of Engagement	2021 – 2023
Engagement Team Personnel	Tiffany Fung Manager

Transparent: We place honesty and integrity at the center of all communication. We welcome you to start an open and candid conversation with those who know us best.



d) Audit Approach, Timing, Procedures

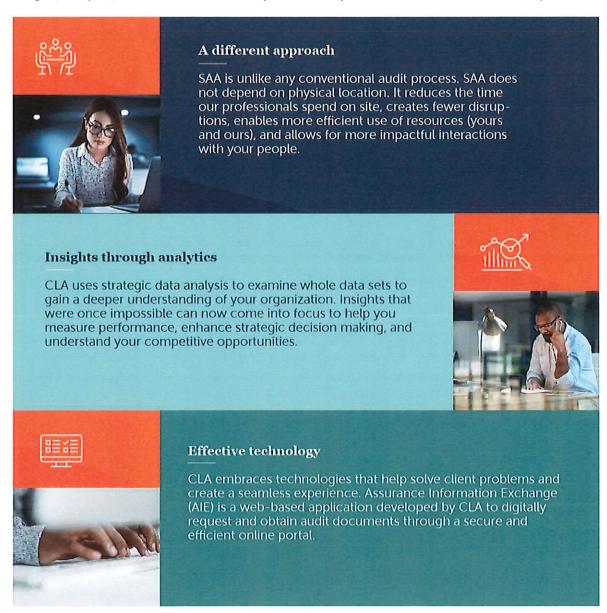
Audit approach

Easing the transition

We recognize that a move to a new firm presents an opportunity as well as a challenge. Over our 60-year history, we have transitioned many clients and have a collegial and professional relationship with many firms.

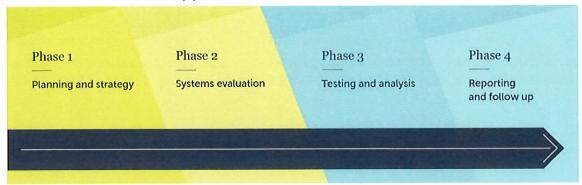
The CLA Seamless Assurance Advantage (SAA)

The CLA Seamless Assurance Advantage (SAA) is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.





Financial statement audit approach



Phase 1: Planning and strategy

The main objective of the planning phase is to identify significant areas and design efficient audit procedures.

- Conduct an entrance meeting. Tiffany Fung and staff will meet with the District personnel to agree on an outline of responsibilities and time frames
 - Establish audit approach and timing schedule
 - O Determine assistance to be provided by the District personnel
 - Discuss application of generally accepted accounting principles
 - Address initial audit concerns
 - Establish report parameters and timetables
 - o Progress reporting process
 - o Establish principal contacts
- Gain an understanding of your operations, including any changes in organization, management style, and internal and external factors influencing the operating environment
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the District, and establish deadlines

We will document our planning through:

- Entity profile This profile will help us understand the District's activities, organizational structure, services, management, key employees, and regulatory requirements.
- Preliminary analytical procedures These procedures will assist in planning the nature, timing, and extent
 of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our
 understanding of the financial results and will be used to identify any significant transactions and events
 that have occurred since the last audit date, as well as to identify any areas that may represent specific risks
 relevant to the audit.
- General risk analysis This will contain our overall audit plan, including materiality calculations, fraud risk
 assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a
 listing of significant provisions of laws and regulations, and other key planning considerations.



- Account risk analysis This document will contain the audit plan for the financial statements, including risk
 assessment and the extent and nature of testing by assertion.
- **Prepared by client listing** This document will contain a listing of schedules and reports to be prepared by the District personnel with due dates for each item.
- Assurance Information Exchange (AIE) CLA uses a secure web-based application to request and obtain
 documents. This application allows clients to view detailed information, including due dates for all items CLA
 is requesting. Clients can attach electronic files and add commentary directly on the application.

A key element in planning this audit engagement will be the heavy involvement of signing directors and managers. We will clearly communicate any issues in a timely manner and will be in constant contact as to what we are finding and where we expect it will lead.

Using the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the District that will detail the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

Phase 2: Systems evaluation

We will gain an understanding of the internal control structure of the District for financial accounting and relevant operations. Next, we will identify control objectives for each type of control material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:

- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles, not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the District has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated prepared by client listing based on our test results and anticipated substantive testing.

During the internal control phase, we will also perform a review of general and application information services/information technology (IS/IT) controls for applications significant to financial statements to conclude whether IS general controls are properly designed and operating effectively.



Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then assess the significant computer-related controls.

For IS/IT-related controls we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support findings and will provide recommendations for improvement. For IS controls we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

Phase 3: Testing and analysis

The extent of our substantive testing will be based on results of our internal control tests. Audit sampling will be used only in those situations where it is the most effective method of testing.

After identifying individually significant or unusual items, we will decide the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance. When we elect to sample balances, we will use TeamMate to efficiently control and select our samples.

Our workpapers during this phase will clearly document our work as outlined in our audit programs. We will provide the District with status reports and be in constant communication with the District to determine that all identified issues are resolved in a timely manner. We will hold a final exit conference with the District to summarize the results of our fieldwork and review significant findings.

Phase 4: Reporting and follow up

Reports to management will include oral and/or written reports regarding:

- Independent Auditors' Report
- 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
- Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
 - Our responsibility under auditing standards generally accepted in the United States of America
 - o Changes in significant accounting policies or their application
 - o Unusual transactions
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - o Other information in documents containing the audited financial statements
 - Disagreements with the District
 - o The District's consultations with other accountants
 - Major issues discussed with management prior to retention
 - o Difficulties encountered in performing the audit
 - Fraud or illegal acts



Once the final reviews of working papers and financial statements are completed, our opinion, the financial statements, and management letter will be issued.

The District will be given a draft of any comments we propose to include in the management letter. Items not considered major may be discussed verbally with management instead of in the management letter. Our management letter will include items noted during our analysis of your operations.

We will make a formal presentation of the audit results to those charged with governance, if requested.

Single audit approach

The OMB's *Uniform Guidance* (2 CFR Part 200) is effective for federal grants made on or after December 26, 2014. This affects how federal grants are managed and audited and impacts every organization that receives federal assistance. Grant compliance can be a confusing topic and many of our clients rely on their federal funding as a major revenue source, so it is important that they understand what these changes mean to their organization. As a leader in the industry, CLA was out in front of these changes and informed our clients of how to be proactive about these changes and how they could impact their entity. CLA professionals are available to provide guidance and tools tailored to the District's needs, and to assist in compliance with these rules.

The AICPA clarified auditing standard, AU-C 935 "Compliance Audits," requires risk-based concepts to be used in all compliance audits including those performed in accordance with 2 CFR Part 200. Our risk-based approach incorporates this guidance.

We will conduct our single audit in three primary phases, as shown, below:



Phase 1: Risk assessment and planning

The risk assessment and planning phase will encompass the overall planning stage of the single audit engagement. During this phase, we will work closely with the District's management to determine that programs and all clusters of programs are properly identified and risk-rated for determination of the major programs for testing. We will also review the forms and programs utilized in the prior year to determine the extent of any changes which are required.

We will accomplish this by following the methodology below:

- Determine the threshold to distinguish between Type A and B programs, including the effect of any loans and loan programs
- Utilizing the preliminary Schedule of Expenditure of Federal Awards, we will identify the Type A and significant Type B programs (25% of Type A threshold) in accordance with the *Uniform Guidance*
- Identify the programs tested and the findings reported for the past two fiscal years. Determine and document the program risk based on the past two single audits



- Prepare and distribute Type B program questionnaires to determine risk associated with Type B programs
- Determine the major programs to be tested for the current fiscal year based on the previous steps
- Based on our determination of the major programs, we will obtain the current year compliance supplement to aid in the determination of direct and material compliance requirements, and customize the audit program accordingly
- Determine the preferred methods of communication during the audit

Phase 2: Major program testing

We will determine the programs to be audited based on the risk assessment performed in the planning phase. We will perform the audit of the programs in accordance with UG.

To accomplish this, we will perform the following:

- Schedule an introductory meeting and notify the District's management of the major programs for the current fiscal year
- Plan and execute the testing of the expenditures reported on the Schedule of Expenditures of Federal Awards
- Perform tests of compliance and internal controls over compliance for each major program identified
- Schedule periodic progress meetings to determine that schedules are adhered to and identify issues as they arise
- Conduct entrance and exit conference meetings with each grant manager

Phase 3: Final assessment and reporting

We will re-perform the steps noted in the preliminary assessment and planning stage once the final Schedule of Expenditures of Federal Awards is received to determine if additional major programs were identified.

Based on the final determination of the programs we will perform the following:

- Identify Type A and significant Type B programs which were not previously identified
- Re-assess the risk and determine if we are required to audit additional programs
- Perform compliance testing at the entity wide level related to procurement and cash management requirements
- Perform testing to validate the status of prior year findings for those programs not selected for audit
- Prepare the Schedule of Findings and Questioned Costs
- Conduct exit conference with the District's management to review drafts of required reports:
 - 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

Throughout the single audit, we will maintain communication through periodic progress meetings with those designated by the District. These meetings will be on a set schedule, but as frequently as the District determines. During these meetings, we will discuss progress impediments and findings as they arise.



Procedures used to understand internal processes and controls

We understand changing audit firms would require a new set of auditors to develop an understanding of the District and its internal control and operating structure. We also strive to develop our understanding in the least intrusive manner possible, while still maintaining our professional responsibilities. We would utilize a combination of internal control forms and interviews with key accounting personnel to gain and document our understanding of the District. We will also use as a baseline any existing internal control processes, policies, organizational charts, etc. the District may have already documented. A walk through of design and operating effectiveness would then be performed to confirm our

The Committee of Sponsoring Organizations of the Treadway Information and communication Commission (COSO) has established a framework for internal control systems. Under the COSO framework, internal control is a process to provide reasonable assurance that those internal objectives, including effectiveness and efficiency of business operations, reliability of financial reporting, and compliance with applicable laws and regulations, will be met, if applicable.

Our audit approach is designed to evaluate and walk through the departmental internal controls in accordance with COSO concepts. Our procedures include a review of the overall control environment, determination of the adequacy of those procedures, and a walk through of the procedures to determine if they are functioning as designed.

During the planning and internal control phases of our audit, we will develop our understanding of the District business operations and internal control structure for financial accounting and relevant operations through observation, discussion, and inquiries with management and appropriate personnel. During this phase of the audit, we will review budgets and related materials, organization charts, accounting and purchase manuals, and other systems of documentation that may be available.

Once we understand your operations, we will then identify control objectives for each type of control that is material to the financial statements. The next step will be to identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. We will then determine the nature, timing, and extent of our control testing.



understanding.

Operating unit

Division

Entity level

Risk assessment

Control activities

Sample size and statistical sampling

We follow the guidance of AU-C Section 530, Audit Sampling, in using statistical and nonstatistical approach. We use quality control material in all our audit engagements. These AU-C Section 530 – "Audit Sampling" forms guide our staff through a logical process of assessing inherent risk, control risk, and combined audit risk, followed by an assessment of appropriate sample size for testing.

Sample sizes will vary depending on the nature of the testing (compliance versus substantive) and the size of the population being sampled. Sampling techniques are utilized in compliance and internal control testing, as well as substantive testing of certain asset and liability account balances. Sample sizes used for internal control testing depend on a number of factors, namely the number of expected or actual control deviations, size of population, and level of control assurance anticipated. Sample sizes can range from 20 to 90 possible selections.

To illustrate, if no internal control deviations are anticipated and the frequency of the population (i.e., the number of times the control is performed in a given year) is less than 100, then we will test 20 transactions in order to obtain moderate control assurance. If two internal control deviations are anticipated, and the frequency of the population is greater than 200, then we will test 90 transactions in order to obtain low control assurance. We are usually able to cover a substantial portion of the compliance and controls testing with one sample, resulting in a very efficient approach.

Data analytics

In addition to standard auditing methodology, a distinguishing aspect of CLA's audit services incorporates the power of data analytics to multiply the value of the analyses and the results we produce for clients. CLA's data methodology is a six-phase, systematic approach to examining an organization's known risks and identifying unknown risks. Successful data analysis is a dynamic process that continuously evolves throughout the duration of an engagement and requires collaboration of the engagement team.

Data analytics are utilized throughout our audit process, our Risk Assessment, Data Analytics and Review ("RADAR") is a specific application of general ledger data analytics that has been implemented on all audit engagements. RADAR is an innovative approach created and used only by CLA that aims to improve and replace traditional preliminary analytics that were being performed.

The phases in our data analytics process are as follows:

1. Planning

In the planning stage of the engagement, the use of data analysis is considered and discussed to determine that analytics are directed and focused on accomplishing objectives within the risk assessment. Areas of focus, such as journal entries, cash disbursements, inventory, and accounts receivable are common.



2. Expectations

We consider the risks facing our client and design analytics to address these risks. Through preliminary discussions with management and governance, we develop and document expectations of financial transactions and results for the year. These expectations will assist in identifying anomalies and significant audit areas in order to assess risk.



3. Data acquisition

Sufficient planning, a strong initial risk assessment, and an adequate understanding of your systems will serve as the foundation necessary to prepare our draft data request list. We will initially request information in written format and conduct follow-up conversations helping CLA practitioners share a mutual understanding of the type of data requested and the format required. If there are going to be any challenges/obstacles related to obtaining data, or obtaining data in the preferred format, they will generally be discovered at this point.

4. Technical data analysis

Technical analysis of the data requires the skillful blend of knowledge and technical capability. Meaningful technical analysis provides the engagement team with a better understanding of the organization. The additional clarity assists the engagement team to better assess what is "normal" and, in turn, be better suited to spot anomalies, red flags, and other indications of risk. Analytics generally fall into five



categories, each looking into the data set in a different way and deployed with a different purpose.

5. Interpret results and subsequent risk assessment

Trends and anomalies will be identified through the performance of the above referenced analytics. Comments regarding the interpretation of those trends and anomalies will be captured. When trends are identified, they are reconciled against expectations. For anomalies identified, the approach to further audit procedures will be considered.

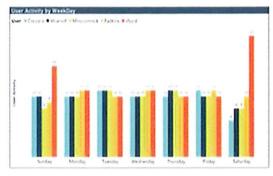
6. Response and document

The last process is to capture responses and determine that our procedures are properly documented. Abstracts, charts, or summaries of both trends and anomalies are retained in audit documentation to support our identification of risks. Our analysis can be tailored and customized to help analyze an array of information, including client-specific and proprietary data. Key benefits of data analytics include:

- · Built-in audit functionality including powerful, audit specific commands and a self-documenting audit trail
- 100% data coverage, which means that certain audit procedures can be performed on entire populations, and not just samples
- Unlimited data access allows us to access and analyze data from virtually any computing environment
- Eliminates the need to extrapolate information from errors (a common effort when manually auditing data)
 and allows for more precise conclusions

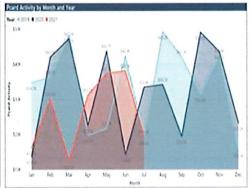


The below figure illustrates typical data analytics scenarios.









Assistance from the District

We request that the District provide access to all records required for the audits and other requirements of the contract. In addition, we request that you assign a "project coordinator" through whom we will communicate and coordinate activities. We do not foresee needing the District's staff other than during normal business hours.

To assist in this process, we will provide a detailed Prepared by Client list early in the engagement. We will ask that your accounting staff provide us with standard schedules, as well as additional requested supporting items. We anticipate that your accounting personnel will need to locate and submit to us certain invoices, vouchers, cancelled checks, and other documents and records. We are extremely flexible as to the format in which we receive this information and will determine through the use of the latest technology that your personnel will not be asked to perform any unnecessary or extensively disruptive tasks.

We will depend on your staff to provide us with as much information as possible, in an effort to limit everyone's time on the engagement and, ultimately, to save your organization money.

Use of technology in the audit

We're reimagining the audit process through technology to elevate your experience!

Assurance Information Exchange (AIE) — CLA offers a secure web-based application to request and obtain documents necessary to complete client engagements. This application allows clients to view detailed information, including due dates for items that CLA requests. Additionally, the application allows clients to attach electronic files and



add commentary related to the document requests directly on the application. AIE is provided at no additional cost, subject to the terms of the Assurance Information Exchange Portal Agreement.

TeamMate Analytics and Expert Analyzer (TeamMate) — To analyze and understand large data sets, we use TeamMate Analytics and Expert Analyzer. We customize the application by industry in order to perform the most applicable procedures. This allows us to go beyond sampling and instead analyze the entire general ledger for targeted anomalies. Far beyond the audit application, our six-phase process of Risk Assessment, Data Analytics and Review (RADAR) can also provide actionable insights to help you understand your entity better.

Microsoft® Teams — Our services approach focuses on impactful interactions. We've said goodbye to the days of setting up camp in our clients' conference rooms for weeks on end. We know our clients have organizations to run, so our interactions have purpose. To assist with communications when we are not onsite, we utilize tools such as Microsoft Teams, which allow for two-way screen sharing and video. We've found this helps reduce disruptions in our clients' environments while continuing to effectively communicate with each other.

Communication process

Effective communication is critical to a successful engagement. This includes weekly status meetings where observations, potential exceptions, and leading practices are discussed. To avoid surprises at the end of the engagement, we discuss and document our observations, clarify fact patterns, and confirm management's understanding and agreement with our findings.

CLA adheres to all auditing standards related to reporting observations, recommendations, and findings. All significant deficiencies and material weaknesses will be reported to the audit committee/governance in writing. Best practices, observations, and other matters will be reported to management in a management letter that can be used as a tool to track the implementation of our recommendations.

Report to those charged with governance — In addition to observations and recommendations, we will inform the audit committee of:

- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments and passed adjustments, if any
- Disagreements with management, if any
- Management consultation with other accountants, if any
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit, if any

We are sensitive and understanding of the fact that we report to those charged with governance, and our audit professionals maintain objectivity and independence in issuing audit opinions. If we identify significant fraud, illegal acts, or significant delays during the audit process, we will alert the audit committee immediately.



Information related to overall fiscal health or other concerns of your organization observed during audit testing will be presented in the exit presentation and as part of the management letter. We will also help you create opportunities for improvement through recommendations and suggestions for strengthening your policies, accounting procedures, and processes.

Estimated hours

Hours Only	FY 2024 FY 2025		FY 2026		
Partner	31	31	31		
Manager	42	42	42		
Supervising Senior	106	106	106		
Associate	135	135	135		
Other	9	9	9		
Total Hours	323	323	323		

Engagement timing

Count on clear communication and regular updates.

We have designed a plan that meets your needs and key deadlines. In our planning meeting, we'll discuss this timeline with you in greater detail and adjust as appropriate.

July	Pre-interim work Review prior year workpapers Request initial planning documents from the District
July	Initial planning meeting (can be earlier in subsequent years)
July	Interim audit work begins (can be earlier in subsequent years)
August	Field audit work begins
September	Draft reports
December	Presentation to the District
Ongoing	Planning and update meetings

Reliable: Look for us to respond in hours, not days. We strive to deliver service that exceeds your expectations.



e) Price Proposal

Exhibit B - Price Proposal Form

Utilizing the tables below, respondent shall provide the hourly billing rate for each classification. Fees shall include all out-of-pocket expenses. The District requires the proposal to be detailed specifically for the annual audit and single audit for each of the five years and the cost for each service to be separately stated. Please also provide a listed standard hourly billing rate in case additional services are necessary.

Fee Schedule

	FY 2024	FY 2025	FY 2026
Audit	\$48,446	\$50,380	\$52,400
SCO Financial Transaction Report – CSD and Financing Authority	\$3,623	\$3,770	\$3,920
Other expenses if any	\$ -	\$ -	\$ -
Total	\$52,069	\$54,150	\$56,320

Standard Hourly Rate

	Standard Hourly Rate
Partner	\$300
Manager	\$240
Supervising Senior	\$175
Associate	\$135
Other	\$80

The District may accept and incorporate the submitted Price Proposal as part of the award/agreement process without further negotiation or, alternatively, may use it as the basis for negotiations. Consequently, Respondents are encouraged to provide their best pricing terms.

Page 14 of 14

"Financial Auditing Services"



Having upfront conversations builds relationships.

Our fixed-fee quote is designed with an understanding that:

- The District personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly and do not include any future acquisitions or significant changes in your business operations.
- There are not significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

The 5% technology and client support fee supports our continuous investment in technology and innovation to enhance your experience and protect your data.

No surprises

Our clients don't like fee surprises. Neither do we. If changes occur, we will discuss a revised fee proposal with you before beginning any work. For any "out-of-scope" work, we will provide an estimate for your approval.

We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise — we do not bill for routine inquiries or advice.

We are committed to creating a long-standing relationship. If you have concerns about the fee structure, give us a call and let's discuss.

Transparent: Clear, authentic communication and market-based fees.



Appendix

Your service team biographies





Tiffany Fung, CPA

CLA (CliftonLarsonAllen LLP)

Signing Director Irvine, California

714-795-5407 tiffany.fung@CLAconnect.com



Profile

Tiffany is a signing director at CLA's Irvine office, formerly White Nelson Diehl Evans (WNDE). She has more than 13 years of experience and focuses on overseeing all phases of local governmental audits including cities, successor agencies/redevelopment agencies, single audit of federal grants, special districts, and agreed-upon procedures engagements. As a signing director, Tiffany is responsible for planning and executing audits, ensuring compliance with regulatory requirements, preparation of financial statements, and supervision and training of staff accountants.

Technical experience

Local government audits, including cities and special districts

Education and professional involvement

- Bachelor of art in economics with a minor in accounting from University of California Irvine
- Certified Public Accountant for the state of California
- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CalCPA)
- California Society of Municipal Finance Officers (CSMFO)

Local government experience

Cities

El Segundo

Norwalk

Tustin

Santa Fe Springs

La Habra

Glendale

Westminster

Santa Ana

Vernon

Lake Forest

West Hollywood

San Gabriel

Special Districts

- Coachella Valley Water District
- Inland Empire Utilities Agency
- Laguna Beach County Water District
- Orange County Water District
- South Coast Water District
- Moulton Niguel Water District
- Western Municipal Water District
- Western Riverside County Regional Wastewater Authority

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Rebecca Hoang Tai, CPA

CLA (CliftonLarsonAllen LLP)

Director Irvine, California

714-795-5442 rebecca.hoang@CLAconnect.com



Profile

Rebecca is a director at our CLA Irvine office with more than 11 years of experience and has been an integral member of the team. She specializes in governmental agencies but also works with clients in a wide variety of industries, including manufacturing, professional services, construction contracting, and employee benefit plans.

A knowledgeable professional, Rebecca is a great resource for her team. She credits her career success to having both a great support system and a number of wonderful mentors to guide her along the way. She was inspired to pursue a career in accounting after several introductory accounting classes she took in college sparked her interest.

Technical experience

Local government audits, including cities and special districts

Education and professional involvement

- Bachelor of arts in business economics from University of California, Irvine, Irvine, California
- Certified Public Accountant in the state of California
- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CalCPA)

Local government experience

- Laguna Beach County Water District
- Midway Sanitary District
- City of Escondido
- City of Norco
- City of Lake Forest

- City of Vernon
- City of Colton
- City of Irvine
- City of Temple City
- City of Chino

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Daphnie Munoz, CPA

CLA (CliftonLarsonAllen LLP)

Audit and Assurance Principal Irvine, California 714-978-1300 daphnie.munoz@CLAconnect.com



Profile

Daphnie is an assurance principal at our CLA's Irvine office. She has 25 years' experience with a focus on state and local government audit and assurance services. She earned her CPA designation in 2001 and became an audit and assurance principal in 2011.

A key figure in the firm's government audit practice, Daphnie works closely with government entities to provide thorough attestation services, including single audits. She has extensive experience with a wide range of local government related audit engagements, including cities, successor agencies/redevelopment agencies, federal grants, special districts, compliance audits, and agreed-upon procedures engagements.

Technical experience

Government entities, including nonprofits and special districts

Education and professional involvement

- Bachelor of science in accounting from De La Salle University, Manila
- Certified Public Accountant in the state of California
- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CalCPA)
- California Society of Municipal Finance Officers (CSMFO)
- Government Finance Officers Association (GFOA)

Local government experience

Special Districts

- Grossmont Healthcare District
- Fairbanks Community Services District
- Heber Public Utilities District
- Midway City Sanitary District
- Placentia Library District

- Rancho Santa Fe Community Services District
- Valley Wide Recreation and Park District
- Vista Irrigation District
- Whispering Palms Community Services District
- Yorba Linda Water District

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CPAS | CONSULTANTS | WEALTH ADVISORS

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CliftonLarsonAllen LLP 2875 Michelle Drive, Suite 300 Irvine, CA 92606

phone 714-978-1300 fax 714-978-7893 claconnect.com

May 29, 2024

Ms. Margaret Moggia, Finance Manager Town of Discovery Bay Community Services District 1800 Willow Lake Road Discovery Bay, CA 94505

Dear Ms. Moggia:

We would like to thank the Town of Discovery Bay Community Services District (District) for giving us the opportunity to present our proposal on the audit services RFP. We want to reaffirm our commitment to the District in being available throughout the year to provide guidance on accounting transactions, to assist with drafting the ACFR and implementing new GASB standards at no additional cost.

We are providing the District with a revised cost proposal to assist the District in consideration of selecting our firm for the audit services contract.

	Estimated	Fiscal Year							
Description	Hours	FY	2023-24	FY	2024-25	FY	2025-26		Total
Audit of the Town of Discovery Bay									
Community Services District									
(including ACFR preparation)	298	\$	48,446	\$	50,380	\$	52,400	\$	151,226
State Controller's Reports (District									
and Financing Authority)	25		3,623		3,770		3,920	\$	11,313
Out of Pocket Expenses									
(included in the audit fee)			-		-		-		
								,	
Total Not-to-Exceed Maximum Fee	323	\$	52,069	\$	54,150	\$	56,320	\$	162,539
10% Discount			(5,207)		(5,415)		(5,632)		(16,254)
Revised Total			46,862		48,735		50,688		146,285

Please feel free to contact me if there are any questions regarding the revised fees.

Sincerely,

CliftonLarsonAllen LLP

Tiffany Fung Signing Director 714-795-5407

tiffany.fung@claconnect.com

CERTIFIED PUBLIC ACCOUNTANTS

VIA EMAIL: mmoggia@todb.ca.gov

May 10, 2024

Ms. Margaret Moggia, Finance Manager **Town of Discovery Bay Community Services District** 1800 Willow Lake Road Discovery Bay, California 94505

Dear Ms. Moggia:

We enclose an electronic copy of the financial auditing services proposal for the Town of Discovery Bay Community Services District for the years ending June 30, 2024, 2025 and 2026.

If you have any questions or require additional information, please don't hesitate to call our office.

Very truly yours,

Pauline

CROCE, SANGUINETTI, & VANDER VEEN, INC. Certified Public Accountants

Sargunetti

Pauline Sanguinetti

Certified Public Accountant

Donnie Hernandez

Certified Public Accountant

Donne M Hernandy

cml Enclosure

PROPOSAL TO PROVIDE FINANCIAL AUDITING SERVICES

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

YEARS ENDING
JUNE 30, 2024, 2025 AND 2026





CERTIFIED PUBLIC ACCOUNTANTS

May 10, 2024

Ms. Margaret Moggia, Finance Manager **Town of Discovery Bay Community Services District** 1800 Willow Lake Road Discovery Bay, California 94505

Dear Ms. Moggia:

Thank you for inviting us to submit our financial auditing services proposal as the independent auditors for the Town of Discovery Bay Community Services District (the District). We are pleased to have this opportunity and believe our proposal is responsive to your request.

It is our understanding that we will perform an audit of the annual financial statements of Town of Discovery Bay Community Services District for the years ending June 30, 2024, 2025 and 2026 in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the State of California Controller's Minimum Audit Requirements for California Special Districts. We will also prepare the Special Districts Financial Transactions Report which must be submitted to the State Controller.

Croce, Sanguinetti, & Vander Veen, Inc. is a local public accounting firm founded in August 2013. Members of our team have an average of over twenty years of experience in public accounting providing all areas of service: audit, tax, accounting and consulting. Our team of professional auditors has extensive government experience having serviced a number of local government agencies and Special Districts throughout their careers.

At Croce, Sanguinetti, & Vander Veen, Inc., we believe that our experience with governmental agencies and the dedication of our experienced personnel provides us with a unique opportunity to serve the Town of Discovery Bay Community Services District. We strive to provide the highest quality professional services to our clients through a close and cooperative working relationship.

The shareholders of Croce, Sanguinetti, & Vander Veen, Inc. are as follows:

Mark Croce, CPA Pauline Sanguinetti, CPA Paul Vander Veen, CPA Donnie Hernandez, CPA Croce, Sanguinetti, & Vander Veen, Inc. maintains one office in Stockton, California located at 3520 Brookside Road, Suite 141, where all of the above shareholders maintain offices and are available by calling (209) 938-1010.

Our proposal includes a technical proposal, cost proposal, biographical information, and most recent peer review reports. The Financial Auditing Services Proposal will remain a firm and irrevocable offer as of and up to August 31, 2024.

Our firm has a strong knowledge of your District operations as members of our staff have personally performed the audit for the Town of Discovery Bay Community Services District in previous years. We view the opportunity to provide professional services to the Town of Discovery Bay Community Services District as an exciting one and hope that our discussions and this proposal convey our interest. If you have any questions regarding our firm, qualifications or contents of this proposal, please feel free to contact us at (209) 938-1010. You may also email your inquiries or other correspondence directly to Paulines@csvcpas.com.

Yours very truly,

CROCE, SANGUINETTI, & VANDER VEEN, INC. Certified Public Accountants

Sargunetti

Pauline Sanguinetti

Certified Public Accountant

Donnie Hernandez

Certified Public Accountant

Donne M Hernand

FINANCIAL AUDITING SERVICES PROPOSAL

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

JUNE 30, 2024, 2025 AND 2026

SUBMITTED BY:

Croce, Sanguinetti, & Vander Veen, Inc. Certified Public Accountants 3520 Brookside Road, Suite 141 Stockton, California 95219

CONTACT PERSONS:

Pauline Sanguinetti, Audit Partner PaulineS@csvcpas.com Telephone: (209) 938-1010 Facsimile: (209) 594-1250

Donnie Hernandez, Audit Partner Donnie H@csvcpas.com

Telephone: (209) 938-1010 Facsimile: (209) 594-1250

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TECHNICAL PROPOSAL

Our Firm

Croce, Sanguinetti, & Vander Veen, Inc. is a local public accounting firm located in Stockton, California. The firm was established in August 2013 by six certified public accountants with considerable experience in public accounting. We are a team of highly motivated professionals whose goal is to give thorough and timely service to our clients. We bring a great deal of technical expertise to each of our engagements as our team of professionals has been involved with many local governmental agencies and not-for-profit organizations over the years. As a local firm, we are able to offer timely personalized attention.

The firm has a total of eighteen personnel; of these, there are four partners, three managers, one senior staff, seven staff accountants, and three administrative staff members. The firm's audit staff includes two partners, one manager and five staff accountants. We anticipate our audit team for this engagement to include at least two partners and one staff accountant. The individuals who will serve as engagement partner and engagement manager each have over twenty years of governmental auditing experience.

Our audit staff has provided financial auditing services annually for over sixty Special Districts over the past ten years. Those services all complied with applicable standards established by the Government Auditing Standards Board (GASB) and were in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP). In addition, certain engagements complied with the U.S. General Accountability Office's (GAO) Generally Accepted Government Auditing Standards (GAGAS) and where applicable, the Single Audit Act and OMB Grant Reform Rules.

License to Practice

Croce, Sanguinetti, & Vander Veen, Inc. is a properly licensed certified public accounting firm in the State of California and has met the specific qualification requirements in accordance with auditing standards generally accepted in the United States of America. Our professionals are all licensed to practice as certified public accountants by the California Board of Accountancy.

In addition to meeting the standard continuing education requirements for the California Board of Accountancy, our firm is staffed with individuals that have obtained the education required by governmental auditing standards generally accepted in the United States of America and issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of OMB Circular A-133.

Quality Control and External Peer Review

Participation in the American Institute of Certified Public Accountants (AICPA) peer review program ensures that we deliver only the highest quality product to our accounting and audit clients. The program requires a practice monitoring review of a firm's accounting and auditing practice every three years. During this process, a firm's quality control policies and procedures are reviewed to determine compliance with professional standards. We are confident that our internal quality control system is appropriately comprehensive and suitably designed in relation to our firm's size, organization structure, operating policies, and the nature of our practice, and that it meets the objectives of quality control standards established by the AICPA.

Our most recent peer review occurred in December 2021. The peer review included a specific review of governmental engagements. A copy of our most recent peer review report is included for your reference.

We affirm that Croce, Sanguinetti, & Vander Veen, Inc. has not been the object of any disciplinary action in the past five years.

As part of our quality control procedures, all working papers shall be retained for at least seven years from the date of submission. Such working papers shall be available for review by the District, representatives of the federal and/or state governments, and any other individuals designated by the District.

Independence

Croce, Sanguinetti, & Vander Veen, Inc. is independent of the District as defined by the American Institute of Certified Public Accountants (AICPA) auditing standards generally accepted in the United States of America and U.S. General Accounting Office's *Government Auditing Standards*.

Partner, Supervisory and Staff Qualifications and Experience

Our team of professionals assigned to your audit will include Pauline Sanguinetti, serving as audit partner, and Donnie Hernandez, serving as audit manager, who will be responsible for coordinating and managing all audit and accounting services required by the Town of Discovery Bay Community Services District. Both have an extensive background in serving Special Districts both large and small. Pauline will supervise the audit team and ensure that we deliver a quality product in a timely manner, with minimal disruption of your staff. We present biographical sketches of each Croce, Sanguinetti, & Vander Veen, Inc. individual that will be assigned to your account, delineating in greater detail the credentials each one brings to the Town of Discovery Bay Community Services District.

Similar Engagements with Other Government Entities

The following are references from governmental clients to which we are currently providing professional services.

1. Client: Valley Springs Public Utility District

150 Sequoia Avenue

Valley Springs, California 95252

Client Contact: Michael Fischer, General Manager

vspud@sbcglobal.net

(209) 772-2650

Scope of Work: Audit of basic financial statements and preparation of Special

Districts Financial Transactions Report

Length of Engagement: Fieldwork, approximately one week.

Engagement Team: Pauline Sanguinetti, CPA, Engagement Audit Partner

Responsible for the quality and accuracy of the work provided

by their team.

Marleny Lua, Engagement Staff Accountant

Responsible for planning, executing, and reporting on the

engagement.

2. Client: Tamalpais Community Services District

305 Bell Lane

Mill Valley, California 94941

Client Contact: Sarah Mehtar, Finance Manager

smehtar@tamcsd.org

(415) 388-6393

Scope of Work: Audit of basic financial statements in accordance with

government auditing standards and preparation of Special

Districts Financial Transactions Report

Length of Engagement: Fieldwork, approximately one week.

Engagement Team: Pauline Sanguinetti, CPA, Engagement Audit Partner

Responsible for the quality and accuracy of the work provided

by their team.

Kaitlyn Beverson, Engagement Senior Staff Accountant Responsible for planning, executing, and reporting on the

engagement.

Similar Engagements with Other Government Entities (Continued)

3. Client: San Joaquin County Mosquito & Vector Control District

> 7759 South Airport Way Stockton, California 95206

Client Contact: Omar Khweiss, General Manager

okhweiss@sjmosquito.org

(209) 982-4675

Audit of basic financial statements and preparation of Special Scope of Work:

Districts Financial Transactions Report

Fieldwork, approximately one week. Length of Engagement:

Engagement Team: Pauline Sanguinetti, CPA, Engagement Audit Partner

Responsible for the quality and accuracy of the work provided

by their team.

Donnie Hernandez, CPA, Engagement Audit Manager Responsible for planning, executing, and reporting on the

engagement.

Specific Audit Approach

Our extensive experience in auditing ensures that we will concentrate on those areas of highest risk and plan and coordinate our work with management. We will not waste your time and resources by auditing areas that have no material risk to the financial statements. We intend to provide the Town of Discovery Bay Community Services District with the highest quality audit in the most cost-effective manner possible. To do that, we will emphasize:

• Overall control and direction

We place responsibility for control, direction, and decision-making at the top of the team. Pauline and Donnie will take the lead in formulating our audit planning and strategy.

<u>Efficiency</u>

The members of the engagement team have an understanding of governmental accounting and reporting. That knowledge was acquired during their involvement in past audit engagements for governmental entities and will allow them to quickly gain a thorough understanding of the District's current accounting system. Once we gain this perspective, we will tailor our audit approach based on understanding the significant audit issues - where areas of risk are likely to be higher and where they will be lower. Our work will be customized - fitting the areas of judgment that characterize the District.

Communication

We believe in maintaining an ongoing dialogue with our clients. We will be communicating frequently with you about our audit planning and progress, and if there are significant audit issues that require resolutions, we will discuss those issues with you at the point when they can be handled and resolved effectively. We will make the decisions that are required based on an understanding of your perspective and your business. We listen to our clients, and we provide the financial direction and advice our clients expect and deserve from their auditors.

• Cost control

We believe in performing quality audits at a reasonable cost. We do not achieve that by cutting corners, but rather through careful planning, close direction from the top, and precise monitoring of progress. We understand the importance of budgets, and we see to it that we deliver quality within agreed-upon fees.

Our audit of the Town of Discovery Bay Community Services District's financial statements will be carried out in the following phases:

Initial preparation and planning

During the planning phase, we will gain a full understanding of the District's objectives, staff, operations and systems. As part of our audit, we will obtain an understanding of the District's internal control to plan the audit and to determine the nature, timing, and extent of auditing procedures necessary for expressing our opinion concerning the financial statements. During the initial stages, we will develop our audit program including our preliminary risk assessment. Audit programs are developed in all areas included in the audit and are tailored to meet the specific needs and requirements of the District.

Field work

Our procedures during this phase of the audit will include tests of documentary evidence supporting the transactions recorded in the accounts, as well as direct confirmation of certain assets and liabilities by correspondence with selected creditors and banks. We will also perform substantive and analytical procedures to the balance sheet, revenue, and expense accounts.

We will work closely with your personnel during the field work phase to ensure that our testing and analytical procedures are performed in the most effective and efficient manner. This work will begin once the District's records are closed and ready for us to audit.

Post field work and report finalization

During our final stages, we will continue to work with the District in connection with the following:

• Financial statements/Special Districts Financial Transactions Report

We will assist District personnel in the preparation of the financial statements and the Special Districts Financial Transactions Report of the Town of Discovery Bay Community Services District as of and for the years ending June 30, 2024, 2025 and 2026.

Significant deficiencies/material weaknesses

During the audit, if conditions are discovered which lead to the belief that material errors and/or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the President of the Board of Directors and the General Manager. We will provide the District with all readily ascertainable facts relative to such extraordinary circumstances together with an estimate for the additional costs of investigation. No extended services will be performed unless they are authorized by the District.

Management letters

Our goal is to assist the District in every way we can. Our management letter is one vehicle through which we will advise you of possible operational enhancements.

In our management letter, we identify internal accounting control conditions that may be significant to you. Although auditing standards do not require us to evaluate administrative controls or to assess operating efficiencies, our approach to auditing leads us to consider these matters and to cover them in our management letters.

Our management letters are a formal method of communicating. On an informal basis, we will communicate with management throughout the course of the audit. Many times, this process has resulted in the timely adoption of recommendations beneficial to the client before the final letter has been issued.

Report delivery and board of directors' presentation

Our commitment to you is to deliver the report in person to the Board of Directors and be present at a board meeting in order to answer questions that the board may have. We feel that by fulfilling this commitment, better communication exists between our firm and your organization and the board can feel confident and comfortable with any questions or issues that may arise during the year.

Audit Timing

When approved, we will begin our procedures as soon as reasonably possible for your staff and ours. We expect to provide draft financial statements to the Town of Discovery Bay Community Services District for review according to the District's timeline and expectations. The Special Districts Financial Transactions Report will be submitted to the State Controller's Office by their deadline of January 31 for both the Town of Discovery Bay Community Services District and the Discovery Bay Public Financing Authority.

We anticipate the amount of time required to complete the audit services by engagement team member as follows:

	Ye	Year ending June 30,			
HOURS ONLY	2024	<u>2025</u>	2026		
Partner	40	40	40		
Manager	68	68	68		
Staff Accountant	54	54	54		
Other	<u>6</u>	<u>6</u>	<u>6</u>		
Total hours	<u>168</u>	<u>168</u>	<u>168</u>		

Identification of Anticipated Potential Audit Problems

We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. Regular communications are encouraged throughout the year, not just during fieldwork. We have reviewed the District's financial statements for the year ended June 30, 2023 and have communicated with District personnel as specified in the request for proposal. In doing so, we have made every effort to anticipate any audit problems. As such, we do not anticipate any potential problems during our audit services for the District.

COST PROPOSAL

Our fees are based upon the time expended on an engagement at hourly rates according to the levels of experience of the professional staff involved. Our experience with governmental entities enables us to assure you of optimum efficiency in the performances of our services resulting in a minimum amount of time being required.

We anticipate a continuing relationship of our organizations and, therefore, are excluding from our fees expenses which are normally incurred on first-year engagements. Fees for the June 30, 2024, 2025 and 2026 engagements are as follows:

	Year ending June 30,					
	<u>2024</u> <u>2025</u>				<u>2026</u>	
Estimated fee for the Audit of the Annual Financial Statements, Management's Discussion and Analysis, Management Letter and presentation to the Board of Directors		36,750	\$	38,500	\$	40,500
Special Districts Financial Transactions Report for the Town of Discovery Bay Community Services District and the Discovery Bay Public Financing		2.500		2.500		2 000
Authority		2,600		2,700		2,800
Out-of-pocket expenses		No charge		No charge	_N	o charge
Total maximum fee		39,350	<u>\$</u>	41,200	<u>\$</u>	43,300
				Standard Tourly Rate		
Partner Manager Staff Accountant Other			\$ \$ \$ \$	335 290 115 55		

At Croce, Sanguinetti, and Vander Veen, Inc. we emphasize good client communication, as it is our belief that maintaining open communication with clients leads to a mutually beneficial relationship. Accordingly, the fees stated above anticipate that our clients will have questions throughout the year and we want to be a resource for those questions. We do not plan on billing for such routine questions. If your questions are extraordinary and require a significant amount of time from our staff you may be billed for those services.

The above stated fees are based on current regulatory requirements in effect for ensuing audits. Fee increases would be expected for any significant change in the scope of the work due to changes in the reporting entity and/or additional regulatory requirements as governed by Governmental Accounting Standards Board and Statement on Auditing Standards. We would review any proposed changes to the fee structure affecting ensuing audits with you prior to commencement of the engagement. Such revisions would be mutually agreed upon in advance.

In addition, our fees quoted above assume a reasonable level of participation on the District's part in preparing schedules, gathering data, etc. Providing this assistance is vital to a cost-effective relationship. We will give you sufficient advance notice of audit schedules needed in order to minimize the disruption of your operations.

BIOGRAPHICAL INFORMATION

Pauline Sanguinetti, CPA

Shareholder



Pauline is a shareholder of the firm. Prior to starting Croce, Sanguinetti, and Vander Veen, Inc., in August 2013, Pauline was a Senior Manager at a local accounting firm where she worked since 1996.

Pauline specializes in providing audit and assurance services for a wide variety of industries including governmental and not-for-profit organizations.

Experience

Pauline has over 25 years of experience in public accounting and auditing and income tax preparation including some of the following organizations.

- Central Delta Water Agency
- Oakwood Lake Water District
- Reclamation District No. 17
- San Joaquin County Resource Conservation District
- Waterloo Morada Rural County Fire Protection District

License and professional affiliations

- Certified Public Accountant, State of California
- Member of the California Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants

Education

• Pauline earned a Bachelor of Science in Commerce with a concentration in accounting from Santa Clara University

Community involvement

- Past Board President and Treasurer Child Abuse Prevention Council of San Joaquin County
- Alumni of the Leadership Stockton Class of 2007

Donnie Hernandez, CPA

Shareholder



Donnie is a shareholder of the firm. Prior to the establishment of Croce, Sanguinetti, and Vander Veen, Inc., Donnie worked as a manager at a local accounting firm from the first day of his career in public accounting.

Donnie provides auditing and assurance services and income tax services to a wide variety of clients.

Experience

Donnie has over 20 years of experience in public accounting. Since joining public accounting, some of the governmental clients Donnie has served are:

- Brannan Andrus Levee Maintenance District
- Linden-Peters Rural County Fire Protection District
- Reclamation District No. 800 and Discovery Bay Drainage and Maintenance District
- South Delta Water Agency

License and professional affiliations

- Certified Public Accountant, State of California
- Member of the California Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants

Education

• Donnie earned a Bachelor of Science degree in Business Administration with a concentration in accounting from University of the Pacific

Community involvement

• Alumni of the Leadership Stockton Class of 2013

PEER REVIEW REPORT



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP GLENDALE • ROSEVILLE • SACRAMENTO • SOUTH LAKE TAHOE • KAUAI, HAWAII

Report on the Firm's System of Quality Control

December 2, 2021

To the Shareholders of Croce, Sanguinetti, & Vander Veen, Inc. and the Peer Review Committee of the CalCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Croce, Sanguinetti, & Vander Veen, Inc. (the firm) in effect for the year ended February 28, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review include an engagement performed under Government Auditing Standards.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Croce, Sanguinetti, & Vander Veen, Inc. in effect for the year ended February 28, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Croce, Sanguinetti, & Vander Veen, Inc. has received a peer review rating of pass.

Mann, Urrutia, Nelson CPAs & Associates, LLP

ns HIMCH

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Town of Discovery Bay

"A Community Services District" STAFF REPORT

Agenda Title: Discussion and Possible Action to Adopt Resolution No. 2024-09 Approving Annual Discovery

Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2024-2025.

Meeting Date: June 19, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Adopt resolution No. 2024-09, establishing the Discovery Bay Lighting and Landscape Zone #8 2024-2025 Appropriation Limit.

EXECUTIVE SUMMARY:

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

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2024-2025 to be \$851,281.20 The calculation is based on last year's appropriations limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No 2024-09, which establishes the FY 2024-2025 Appropriations Limit for Discovery Bay Lighting and Landscape Zone #8 at \$851,281.20.

FISCAL IMPACT:

Approval of resolution provides funding towards Zone 8 in the amount of \$851,281.20. Previous year calculation generated \$820,310.94.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

- 1. Resolution 2024-09.
- 2. Resolution 2024-09 Attachment A: Zone 8 Appropriation Limit Calculation Worksheet.
- 3. Department of Finance Price and Population Information (May 2024).



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION 2024-09

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2024-2025

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

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

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

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2024-2025 is \$851,281.20 as reflected in Attachment A.

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

- SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and
- SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and
- SECTION 3. The appropriations limit for the District for FY 2024-2025 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$851,281.20; and
- SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JUNE, 2024.

Michael Callahan Board President	
	foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay trict at a regularly scheduled meeting, held on June 19, 2024, by the following vote of the Board:
AYES: NOES: ABSENT: ABSTAIN:	
Dina Breitstein Board Secretary	

Discovery Bay Lighting Landscape Zone 8 Appropriations Limit Calculation

	Historical Limit	Per Capita Personal				
•	(With Permitted Increases)	Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.0)				
Year 05/06	\$ 379,708.2	5.26	1.0526	2.40	1.024	1.07786240
Year 06/07	\$ 402,876.4	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.7	1 4.42	1.0442	2.50	1.025	1.07030500
Year 08/09	\$ 461,481.3	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.6	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.8	1 (2.54)	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.1	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.7	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.5	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.1	2 (0.23)	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.9	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.1	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.8	3.69	1.0369	0.90	1.009	1.04623210
Year 18/19	\$ 644,137.3	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.7	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.9	3.73	1.0373	0.06	1.0006	1.03792238
Year 21/22	\$ 740,708.8	5.73	1.0573	0.35	1.0035	1.06100055
Year 22/23	\$ 792,250.8	7.55	1.0755	(0.55)	0.9945	1.06958475
Year 23/24	\$ 820,310.9	4.44	1.0444	(0.86)	0.9914	1.03541816
Year 24/25	\$ 851,281.2	3.62	1.0362	0.15	1.0015	1.03775430

https://dof.ca.gov/wp-content/uploads/sites/352/2024/04/Price and Population 2024.pdf

^{*} Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2024



1021 O Street, Suite 3110 Sacramento CA 95814 www.dof.ca.gov

April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2024. Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

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

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year	Percentage change
(FY)	over prior year
2024-25	3.62

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

100

Population converted to a ratio: $\frac{0.17 + 100}{0.17 + 100} = 1.0017$

100

Calculation of factor for FY 2024-25: 1.0362 x 1.0017 = 1.0379

Attachment B

Annual Percent Change in Population Minus Exclusions*

January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County	Percent Change	Population Mi	nus Exclusions	<u>Total</u> <u>Population</u>
City	23-24	1-1-23	1-1-24	1-1-24
Contra Costa				
Antioch	0.30	115,282	115,632	115,632
Brentwood	0.49	64,496	64,811	64,811
Clayton	-0.04	10,687	10,683	10,683
Concord	-0.12	121,663	121,513	121,513
Danville	-0.40	42,736	42,567	42,567
El Cerrito	1.15	25,409	25,700	25,700
Hercules	-0.53	26,202	26,063	26,063
Lafayette	-0.06	24,823	24,808	24,808
Martinez	0.04	36,425	36,439	36,439
Moraga	-0.44	16,858	16,784	16,784
Oakley	1.80	44,929	45,736	45,736
Orinda	-0.21	19,231	19,191	19,191
Pinole	-0.47	18,278	18,192	18,192
Pittsburg	0.47	74,736	75,085	75,085
Pleasant Hill	-0.28	33,447	33,352	33,352
Richmond	-0.34	113,122	112,735	112,735
San Pablo	-0.24	31,163	31,088	31,088
San Ramon	-0.28	82,754	82,525	82,525
Walnut Creek	0.61	69,010	69,433	69,433
Unincorporated	0.15	174,023	174,289	174,289
County Total	0.12	1,145,274	1,146,626	1,146,626

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





Town of Discovery Bay "A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Adopt Resolution No. 2024-07 - Notice of Intent to Levy and

Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and

Landscape Zone 9 for Fiscal Year 2024-2025 and Set Public Hearing.

Meeting Date: June 19, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Adopt Resolution No. 2024-07 to set Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2024-2025, and set the Public Hearing for July 17, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard.

EXECUTIVE SUMMARY:

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2024-04, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft Assessment Engineer's Report to District Staff on May 30, 2024. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$842.36 which is the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$842.36 are: maintaining our emergency reserves, adequate funds for operations, and replenishing the reserves to fund future capital projects. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance regarding the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2024-2025 budget and prudently maintains the reserve balance and have funds available for future planned capital projects.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required, then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved provides Notice of Intent to Levy and Collect an annual assessment. The Public Hearing approving the levy of the annual assessment will be held on July 17, 2024 at the regularly scheduled Board meeting.

FISCAL IMPACT:

Approval of resolution provides funding towards Zone 9 in the amount of \$170,999.08. Previous year calculation generated \$164,791.34.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

April 3, 2024 Regular Board Meeting – Direct Herwit to Prepare Engineer's Report.

ATTACHMENTS:

- 1. Resolution 2024-07.
- 2. Engineer's Report.



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT RESOLUTION NO. 2024-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9 FOR THE FISCAL YEAR 2024-2025

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting, and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting, and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

- SECTION 1. The Board of Directors of the Town of Discovery Bay CSD, to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
- SECTION 2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting, and open space in the subdivision known as Ravenswood.
- SECTION 3. The assessment district consists of that property generally described as Subdivision 8710- Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
- SECTION 4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
- SECTION 5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.
- SECTION 6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2024-2025 year will be held at 7:00 p.m., on July 17, 2024, at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 19th day of June 2024.
Michael Callahan Board President
I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discover Bay Community Services District at a regular meeting, held on June 19, 2024, by the following vote of the Board:
AYES: NOES: ABSENT: ABSTAIN:
Dina Breitstein Board Secretary

FINAL ASSESSMENT ENGINEER'S REPORT

Prepared for the

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Landscaping, Park, Lighting and Open-Space Improvements District DB L&L #9

For Fiscal Year 2024-2025

Prepared by HERWIT Engineering

6200 Center Street, Suite 310 Clayton, California 94517 (925) 672-6599

JULY 2024

Town of Discovery Bay Community Services District

Director and President

Michael Callahan

Director and Vice President

Carolyn Graham

Director

Kevin Graves

Director

Bryon Gutow

Director

Ashley Porter

General Manager

Dina Breitstein

Assistant General Manager

Finance Manager

Margaret Moggia

Parks & Landscape Manager

Monica Gallo

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2024

Assessment Engineers Report For Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1

Subdivision 8710 (Ravenswood)

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2024-2025 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2023-2024 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

- \$ 194.791 Annual assessments & investment revenue was received
- \$ 361,583 Annual expenses grounds maintenance, capital improvements, and administrative expenses.
- **\$ 193,874** Fund total after 2023-2024 annual expenses.

Current Assessment

The 2023-2024 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$ 811.78 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to maintain the reserve account balance.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2024, the same CPI index is reported as \$ 351.24. Based upon the change in the CPI, the new maximum assessment allowed for the 2024-2025 fiscal year is \$ 842.36.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2024-2025 fiscal year is \$ 842.36. This assessment is equally assessed to 203 parcels for an annual total of \$ 170,999.08. Therefore, the maximum Reserve Account Balance is \$ 341,998.16. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

The reserve account balance of \$ 360,666 at the end of fiscal year 2022-2023 exceeded the maximum allowable of \$ 329,583 by a difference of \$ 31,083. This overage is being applied to a capital improvement project approved this fiscal year (2023-2024). As a result of this, the projected reserve at the end of 2023-2024 on an appropriation basis is estimated to be \$ 193,874 which will be significantly less than the maximum (2023-2024) reserve balance of \$ 329,582.68.

New Assessment for 2024-2025 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing streetscapes and parks this fiscal year. The estimated budget for 2024-2025 is \$ 180,710. This equates to \$ 890.19 per parcel for all 203 parcels, which is more than the maximum allowable assessment of \$ 842.36 per parcel, or \$ 170,990.08 maximum assessment.

Based on this report, the assessment for 2024-2025 tax year should be \$ 842.36 to minimize the decrease in the reserve fund balance. The assessment for the 2024-2025 fiscal year is then \$ 842.36 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.





Town of Discovery Bay "A Community Services District" STAFF REPORT

Agenda Title: PUBLIC HEARING - Approve Operating and Capital Improvement Budget for Fiscal Year 2024-

2025 and Adopt Resolution 2024-08 Adopting the Operating and Capital Improvement Budgets

for Fiscal Year 2024-2025.

Meeting Date: June 19, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Conduct public hearing on Resolution 2024-08 Fiscal Year 2024-2025 Operating and Capital Improvement Budgets, accept any public comments, close the public hearing, and adopt Resolution 2024-08.

EXECUTIVE SUMMARY:

At the <u>Board Meeting</u> on May 16, 2024, the Board of Directors was presented with the preliminary Fiscal Year 2024-25 budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. Staff outlined the key drivers including in this year's budget including incorporating water and wastewater rates into Fiscal Year 2024-2025 budget, develop five- year capital budget for each fund and identify funding source, achieve minimum required debt coverage for water and wastewater funds, and budget sufficient funds to support each fund's operating activities and set aside funds into revolving accounts.

In addition, staff shared the budget considerations in developing this year's budget with a future focus of understanding the impact of today's decision on future year's budgets. Based on acting on those planned responses, staff will be developing a long-term financial forecast to help understand the overall financial picture for each fund. Those budget considerations include the following:

Budget challenge	Planned Response
Understand impact of future rate increases to ensure fiscal and operational sustainability with the potential impact of the 2024 ballot initiative	Monitor timing of 2024-2025 rate study
Increasing operational and capital expenditures	Review historical cost trends
Availability of funding source for necessary capital projects	Evaluation of project timing and costs
Use of reserves and declining debt coverage	Evaluate financial policies to respond to changing financial landscape

To highlight the operating impact of each fund, the table below shows the fiscal year 2024-2025.

Fund	Revenues	Expenses	Net Revenues
Fund 10	\$81,400	\$71,400	\$10,000
Fund 20	\$5,580,000	\$5,445,019	\$134,982
Fund 21	\$7,028,500	\$6,281,416	\$747,084
Fund 40	\$1,136,281	\$1,134,688	\$1,594
Fund 41	\$197,999	\$180,710	\$17,289
Fund 50	\$2,339,820	\$2,339,820	\$0
Fund 60	\$20,000	\$0	\$20,000

- <u>Fund 10</u> represents the Special District Administration for the support the District provides to certain Contra Costa County zones landscaping and lighting efforts. The costs are fully reimbursed by the County. Minor receipts are received for miscellaneous rebates and may be transferred to other district operations.
- <u>Fund 20</u> represents the operating and maintenance expenditures for the water system whose revenues are determined by a multi-year rate study.
- Fund 21 represents the operating and maintenance expenditures for the wastewater system whose revenues are determined by a multi-year rate study.
- <u>Fund 40</u> represents the operating and maintenance expenditures for the area designated as Zone
 Revenues to support these functions are derived from the Ad Valorem tax and community center program fees.
- <u>Fund 41</u> represents the operating and maintenance expenditures for the area designated as Zone 9. Revenues to support these functions are derived from annual assessment documented through an engineer's report and assessment rate approved by the Board of Directors.
- <u>Fund 50</u> represents the activity of the public financing authority established to issue and track construction proceeds and to pay the annual debt service.
- Fund 60 represents an account previously used for the community center.

For the capital improvement plan budget, highlighted below are the anticipated capital expenditures over the next year.

Fund	Project Costs	2022 Debt	Future Debt	PAYGO/Reserves
20 – Water	\$8,585,696	\$4,953,044	\$860,081	\$2,772,571
21 – Wastewater	\$2,931,260	-	-	\$2,931,260
40 – Zone 8	\$1,110,000			\$1,110,000
41 – Zone 9	\$250,000	_	_	\$250,000
Total CIP	\$12,876,956	\$4,953,044	\$860,081	\$7,063,831

Since the budget workshop held on May 16, 2024, staff received updates on the estimated revenues for Zone 8 Ad Valorem and Zone 9 Assessment revenues. In addition, with the bids received for the Well 8 project, the overall project capital budget increased an additional \$600,000. No other changes were received or made.

To finalize the budget process, staff recommends the Board take the following action at the June 19, 2024 Board meeting.

- 1. Open the public hearing for public comment.
- 2. Close the public hearing.
- 3. Adopt Resolution 2024-08.

FISCAL IMPACT:

The Net Revenues of each fund support the capital improvement program budget.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

May 16, 2024 – Special Board Meeting (Budget Workshop) June 5, 2024 – Regular Board Meeting (Set Public Hearing)

ATTACHMENTS:

- 1. Resolution 2024-08.
- 2. Fiscal Year 2024-2025 Budget.
- 3. Notice of Public Hearing.



TOWN OF DISCOVERY BAY **COMMUNITY SERVICES DISTRICT**

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR 2024-2025

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

WHEREAS, The Finance Manager has prepared and submitted to the Board of Directors a Proposed Operating and Capital Improvement Budget for the fiscal year beginning July 1, 2024 and ending on June 30, 2025; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2024-2025 budget, and as may be amended.

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

SECTION 1. The annual Operating and Capital Improvement budget for the Town of Discovery Bay Community Services District for FY 2024-2025 is hereby adopted.

SECTION 2. The Budget Document for FY 2024-2025 is incorporated herein and is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.
PASSED, APPROVED AND ADOPTED THIS 19 TH DAY OF JUNE 2024.
Michael Callahan Board President
I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery BacCommunity Services District at a regularly scheduled meeting, held on June 19, 2024, by the following vote of the Board AYES: NOES: ABSENT: ABSTAIN:
Dina Breitstein Board Secretary



FISCAL YEAR 2024-2025 OPERATING BUDGET







TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

1800 WILLOW LAKE ROAD, DISCOVERY BAY, CA 94505

TODB.CA.GOV



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Section 1: General Manager's Message

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TOWN OF DISCOVERY BAY



LF Platinum-Level of Governance

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

GENERAL MANAGER'S MESSAGE

June 19, 2024

Dear Board of Directors,

I am honored to submit to the Town of Discovery Bay Community Services District operating and capital budget for the fiscal period July 1, 2024, through June 30, 2025. The annual budget is a planning tool utilized by staff and the Board to track revenues and expenditures by fund over the respective forecast period.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each manager was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year. There has been no change in funds or programming. Two additional staff positions are included in the budget to ensure the service level is kept at a high level. In addition, there have been some promotions of staff that reflect their dedication to the District.

Over the past year, the District has responded to the opportunities to display the vital work that the District can achieve with its small and very capable staff. We continue to operate the water and wastewater facilities to ensure this essential service meets water quality standards and service delivery to our residents and businesses. Key capital projects have been completed like the denitrification at the wastewater project, and the Willow Lake filter project. Within the parks and recreation arena, the District completed the Clipper Drive revitalization project, the Cornell Park enhancement through Prop 68 grant funding and the patio project at the Community Center.

For the upcoming year, the District continues its pursuit to deliver focused projects and cost-effective business practices. Over the past five years, the District has seen an increase in its operating costs from rising energy rates to the impact on operations from regulatory requirements to the increase from contract operations and staffing costs.

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For water and wastewater, this means we are actively pursuing cost saving measures on rising energy costs and proactively addressing maintenance or rehabilitation of the District's infrastructure to ensure the delivery of services. During the past year, the board and public have requested more attention be given to landscape of the District's parks and streetscape. In response, staff have recently begun evaluating the various needs and requested additional staff to oversee the timely maintenance of the landscape projects. For the community center, staff had been reenergized since the pandemic actively pursuing facility upgrades and identifying new programming to engage the residents.

In addition to operational challenges, the District staff is evaluating the long-term fiscal impact of the necessary infrastructure investment to ensure the delivery of its assorted services. This requires the District to better understand its past investments to inform future activities. From condition assessments to reviewing financial records, staff will be evaluating its anticipated future costs, the funding source (revolving funds to debt) and use this information to guide in the development for a financial model and review of the reserve policy.

For the water and wastewater funds, the upcoming rate study will help inform the District of the necessary revenue requirement to establish the rates and charges for the next five years. The District had been pursuing to bring the rate study in this fiscal year but has deferred the study for additional fact gathering. The current rate study does go through Fiscal Year 2024-2025, so the District can present this information into this budget. The District opted to also defer the study until the known outcome of the external challenge to Prop 218 and 26. This is especially important as the District has a vital mainline pipeline replacement to complete over the next few years and debt will be required to finance this project. Most of the other District's projects can be funded through reserves although the rate study may reflect some additional needs based on the timing of these projects and to maintain adequate cash levels.

For the landscape and lighting zones, the District is monitoring the use of reserves to make investments that improve the value and visibility of these assets. However, the District is exploring options for new funding sources to ensure operations and adequate cash levels continue to be made available in the future.

The most significant external challenge the District is monitoring is the November 2024 ballot initiative, Taxpayer Protection and Government Accountability Act, sponsored by the California Business Roundtable (CBRT). The CBRT measure would significantly restrict the ability of cities to raise taxes and fees, including retroactively. Taxes or fees passed since Jan. 1, 2022, must abide by the measure's rules. The measure would also create new opportunities to challenge local revenue measures. More information regarding the ballot initiative can be found at the California Special District Association's website.

While the District has seen some increases in operating costs, the more notable impact is the anticipated five-year spending on capital investment. These projects for water and wastewater are essential, and the parks and recreation costs are needed to deliver a safe environment for the community to enjoy.

E7-2

Overall, the District has seen an increase of approximately \$1 Million in operating budgets across all funds from the prior year for revenues and expenses, respectively. Total Fiscal Year 2024-2025 revenues represent approximately \$14 million (without funds transfer for debt service) and Fiscal Year 2024-2025 operating expenses represent approximately \$13 Million. The capital investment for Fiscal Year 2024-2025 represents another \$13.5 Million (approximately) for water, wastewater, and the lighting and landscaping funds. The source of funding will vary by fund, but most of the funding will come from the individual funds District reserves, and approximately \$5 Million from the 2022 Revenue Bonds construction proceeds to complete Well 8 for the Water fund.

Thank you to the Board for your vision and staff for your execution to deliver on all aspects of the community services district.

Respectfully submitted,

Dina Breitstein, General Manager



Section 2: About the Town of Discovery Bay CSD

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ABOUT TOWN OF DISCOVERY BAY CSD

The Town of Discovery Bay Community Service District (CSD)

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles (about 1931.21 km) of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, and two (2) shopping centers. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes and Country Club homes on an 18-hole championship golf course. There are four (4) gated communities, Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District (District) service area is approximately 4.44 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or "CSD." In unincorporated areas such as Discovery Bay, basic services like water, sewer, law enforcement and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no straightforward way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

District Awards

The Town has earned the following awards and recognition:

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

More information about the Town of Discovery Bay CSD can be found at todb.ca.gov

The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the District the responsibility of providing the following special services to the residents of Discovery Bay:

General Information	
Agency Type	Community Services District
Principal Act	Community Services District Laws, Government Code Section 61000 et
	seq.
	and SB 135, Community Services District Law
Date Formed	1998
Services	sewage collection, treatment, and disposal, water, parks and
	park maintenance, landscaping, and recreation.
Service Area	
Location	Unincorporated community of Discovery Bay
Square Miles/Acres	4.44 square miles/2,844 acres
Land Uses	Residential with some commercial and irrigation uses
Water Connections	6,157 service connections (residential, commercial, irrigation),
	<u></u>
	commercial/industrial customers
Population Served	18,020 (Contra Costa County GIS Data) – approximate

Water Services

The District owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and can produce seven million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.2 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.2 million gallons per day; however, the water production capacity is 6.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through Wastewater Treatment Plant (WWTP) 2 located south of Highway 4 at the Town's eastern boundary. Its capacity is 4 million gallons per day.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants can produce an average of 1.5 million gallons of wastewater per day.

The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

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

Parks and Landscaping Services

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

Discovery Bay Landscape & Lighting

Zone #8

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

Zone #9 (Ravenswood)

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

Contra Costa County Landscape & Lighting

Zone #35

Zone 35 is owned and budgeted by Contra Costa County but is maintained by the Town of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also two pedestrian bridges along the path.

Zone #57

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

Zone #61

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

Recreation Services

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

District Form of Government

The District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day-to-day operations of the District who has oversight of district operations and staff of approximately 23 full-time staff and seasonal staff.

TODB Board of Directors



President



Michael Callahan

Term of Office: 12/2020 to 12/2024

Internal Operations Vice-Chair Parks & Recreation



Carolyn Graham

Term of Office: 12/2020 to

Communications Vice-Chair Finance Chair



Director

Term of

Office:

12/2022 to

12/2026

Internal Operations

Chair

Water & Wastewater Chair

Kevin Graves

Director

Bryon Gutow

Term of Office:

12/2022 to

12/2026

Director

Ashley Porter

Term of Office: 12/2022 to 12/2026

Parks & Recreation Vice-Chair Communications

Finance Vice-Chair Water & Wastewater Vice-Chair The District's Board of Directors is guided by the mission, vision, and goals to meet this community's demands and directs our resources purposefully.

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

Vision

- Maintain a full service and sustainable community.
- Grow in harmony with the environment and the Delta
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations.

Values:

Innovation ● Accountability ● Respect Integrity ● Professionalism

Goals

- Responsible management of public funds.
- Preservation of our neighborhoods and natural resources
- Provide timely, effective, and transparent communications between government and our citizens.
- Continually improve the quality of our services.
- Promote and protect the environment.
- · Take pride in community assets.
- Provide leadership while considering all points of view, to ultimately reset policy and make decisions based on what is in the best interest of the entire community.
- Recognize pioneers of the community.
- Champion diversity and inclusion.

On an annual basis, the Board of Directors will review its accomplishments and plan for the next fiscal year. This ensures that we have sufficiently planned for the immediate year and for the future years to provide and sustain services that are under the District's purview.

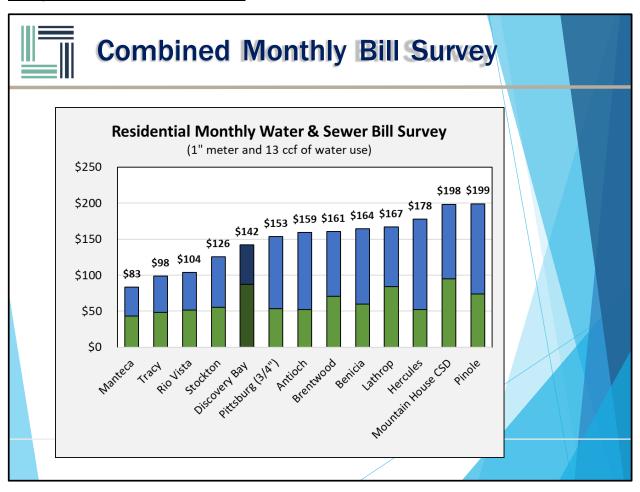
Demographics

To best meet the demands of the District's water and wastewater customers, an understanding of the customer types provides the District meaningful information.

Water and Wastewater Operations

Meters Count by	/ Type	Meter Siz	es	
Commercial	52	¾ inch	1,709	
Irrigation	87	1 inch	4,348	
Residential	<u>6,053</u>	1 ½ inch	32	
Total	6,152	>2 inch	63	
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Comparison to Local Jurisdictions

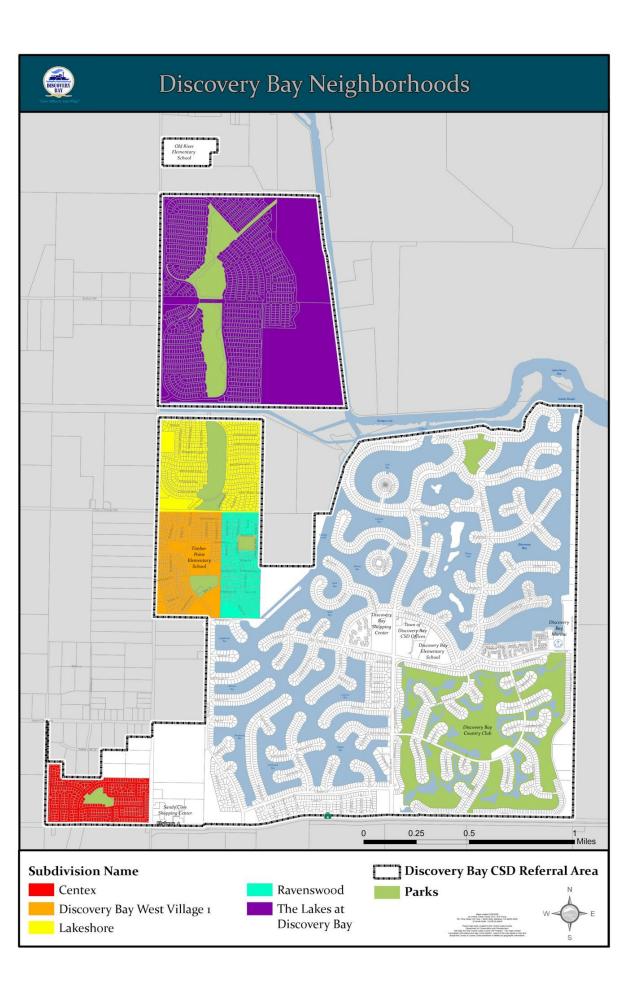


Parks and Recreation Programs

Overall Usage of District facilities - 1,422 classes and reservations representing nearly 3,600 hours during the last calendar year.

- The usage includes various activities like fitness classes, baseball games, tennis matches, and swimming lessons.
- The activities take place at various locations within the facility, including the swimming pool, multi-purpose area, arts area, and tennis courts.
- Some activities are recurring, such as Zumba classes and stroke & turn clinics.
- The schedule also includes meetings and events organized by different committees and organizations.

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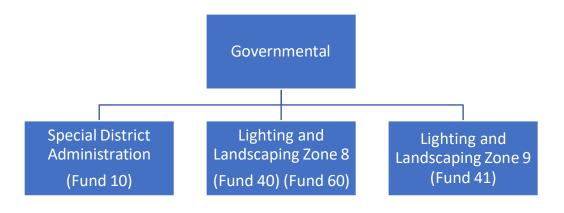
Section 3: FINANCIAL OVERVIEW AND SUMMARY

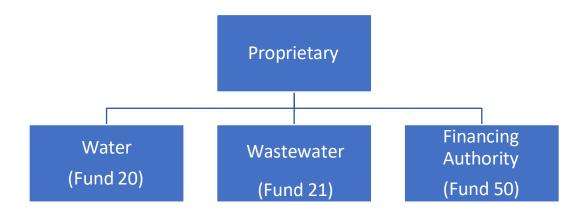
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FINANCIAL OVERVIEW AND SUMMARY

Each fiscal year, the District prepares a budget based on the priorities and goals set forth by the Board of Directors. When preparing the budget, staff considers several factors including the source of revenues, staffing, program expenses, and capital expenditures. All these factors are considered in developing the annual budget, but it also extends to future years to ensure that the Board can adequately plan programming, understand rate implications, and ensure that it maintains its capital infrastructure.

The activity of the District is managed through fund accounting which allows the District separately to maintain the funding for its governmental funds (landscape, parks, and recreation) from its proprietary funds (water and wastewater).





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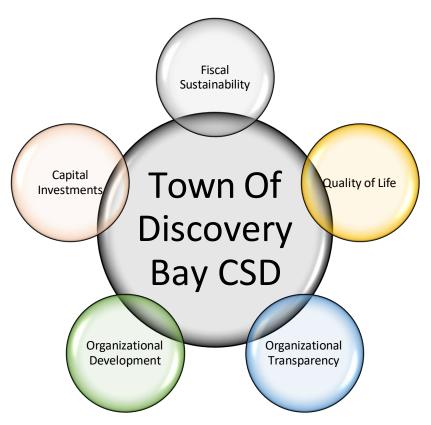
FINANCIAL HIGHLIGHTS

To highlight the impact of each fund, the table below shows the fiscal year 2024-2025. For more detailed information, refer to Section 5 and 6 which provides additional years.

Fund	Revenues	Expenses	Net Revenues
Fund 10	\$81,400	\$71,400	\$10,000
Fund 20	\$5,580,000	\$5,445,019	\$134,982
Fund 21	\$7,028,500	\$6,281,416	\$747,084
Fund 40	\$1,136,281	\$1,134,688	\$1,594
Fund 41	\$197,999	\$180,710	\$17,289
Fund 50	\$2,339,820	\$2,339,820	\$0
Fund 60	\$20,000	\$0	\$20,000

- <u>Fund 10</u> represents the Special District Administration for the support the District provides to certain Contra Costa County zones landscaping and lighting efforts.
 The costs are fully reimbursed by the County. Minor receipts are received for miscellaneous rebates and may be transferred to other district operations.
- <u>Fund 20</u> represents the operating and maintenance expenditures for the water system whose revenues are determined by a multi-year rate study.
- <u>Fund 21</u> represents the operating and maintenance expenditures for the wastewater system whose revenues are determined by a multi-year rate study.
- <u>Fund 40</u> represents the operating and maintenance expenditures for the area designated as Zone 8. Revenues to support these functions are derived from the Ad Valorem tax and community center program fees.
- <u>Fund 41</u> represents the operating and maintenance expenditures for the area designated as Zone 9. Revenues to support these functions are derived from annual assessment documented through an engineer's report and assessment rate approved by the Board of Directors.
- <u>Fund 50</u> represents the activity of the public financing authority established to issue and track construction proceeds and to pay the annual debt service.
- Fund 60 represents an account previously used for the community center.

STRATEGIC GOALS



Goals, Objectives, and Performance Outlook

Goal	Objective	Performance Outlook
Fiscal Sustainability	 Balance Revenues and expenditures to ensure fiscal stability. Monitor trends in key revenue sources. Provide core services in an efficient and effective manner. 	 Review expenditure vs. budget reports for each department monthly. Analyze 10-year history to understand trends and make recommendations.
Quality of Life	 Focus on key services, programs, and activities for seniors and youth. Partner with service clubs to promote community-wide events. Maintain parks throughout the community. 	 Provide bi-monthly reports on activities for youth, seniors, and park & recreation programs. Develop a master plan for landscape oversight to properly upkeep this investment.

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Organizational Post key information on the Post all agendas, reports, Transparency District's website. and contracts on the District's website. Use media to inform and Post all policy documents engage the public. and resolutions on the Prepare the budget in a user-friendly, informative & website. transparent format. Increase the use of social media to promote district activities and business. Organizational Evaluate staffing levels to Prepare a long-term Development ensure adequate delivery staffing plan. of core services. Develop training for Provide training and key management and supervisorial staff. resources to sustain a talented workforce. Uphold and maintain Maintain accountability and safety training. recognition of employees. Capital Prioritize and evaluate Deliver capital projects on Investments needed capital time and within budget. investments. Seek funding opportunities to fund infrastructure projects. Continuous updates to

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District master plans.

FINANCIAL POLICIES SUMMARY

The District maintains certain financial policies to manage its investments, debt, and reserves. Those policies can be found on the <u>website</u> and are highlighted below. The District staff will periodically review and ensure that best practices are followed and updated, as appropriate, for changes in market conditions. Any changes to the policies require Board approval which are handled through a resolution. For the upcoming fiscal year, staff plans to review each of these policies and consider the additional policies to focus on disclosure and capital funding.

Policy #	Policy Name	Key Policy Items
003	Investment of District Funds	Maintain safety, liquidity, and yield (in this order) when considering investment decisions. Adhere to California Code Section 53600 etc.
014	Reserve Fund	Established, maintained, and set aside for specific purposes. Capital and Operating Reserve to be used for unforeseen capital projects necessary to meet regulatory requirements, system reliability, and future needs. The goal is to maintain the Capital Reserve of no less than 30% of the Water and Wastewater annual operating revenue.
		Lighting and Landscaping #8 Reserves. The Capital Reserve will be used for capital projects necessary to meet regulatory requirements and future improvements. It is the goal of the Lighting and Landscaping District (LLD) #8 to maintain the capital reserve of no less than 50% of the total operating revenues.
		Lighting and Landscaping #9 Reserves. The Capital Reserve will be used for capital projects necessary to meet regulatory requirements and future improvements. The Lighting and Landscaping District (LLD) #9 reserve account will maintain a reserve of no less than 50% of the total operating revenues and is

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		limited to a maximum of 200% of the total funds collected by the LLD. After the reserve has accrued to the maximum amount, any money received by the LLD more than what was spent on the annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment for the following year.
026	Debt Management	Policy applies to debt issued by the District or the Discovery Bay Public Financing Authority Provides for the purpose for which debt could be used; the types of debt that may be issued,
		internal control procedures. The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.
031	Financial Policy	Ensure District staff and Board of Directors adhere to accounting principles, external funding sources and provide transparency to the public with respect to the District's financial transactions.
		Provides policy considerations over cash disbursements, accounts payable, monthly water and wastewater invoicing, tax roll, cash receipts, petty cash, capitalization of fixed assets,

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LONG RANGE FINANCIAL PLANNING

To take proactive steps in managing its financial health to deliver on its goals, the District will review each aspect of the key components of developing a long-range financial plan.



Each component is individual factors that can drive the conversation of fiscal and organizational sustainability, but when you understand the impact, each has on the other, this allows the District to be ready for the challenges and opportunities.

The water and wastewater programs have had more engagement with the drivers to recommended changes to rates and charges as part of the cost-of-service study and Proposition 218 process conducted about every 4-5 years. The staff is focused on identifying the necessary projects to maintain its facilities, adhere to regulatory requirements and plan for future growth. In addition to these facilities, the District also maintains assets pertaining to its parks and recreation. The Board of Directors are evaluating the associated costs and inquiring if sufficient funds will be available to ensure that these assets are managed responsibly.

To adequately plan for expected costs, staff will be developing a financial model that will help guide the District to plan for its operating expenses and capital expenditures with the anticipated revenues that are received by each revenue source. The purpose of the long-range financial plan is to be future focused. Historically, the District has used a 2% increase in revenues and 3% in expenses to project its five-year. Going forward, the District will be reviewing the historic increases to use as a gauge for the types of revenues and expenses and build a model to truly incorporate meaningful CPI (Consumer Price Index) adjustments and reflect the use of debt or cash to finance capital projects.

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Section 4: BUDGET PROCESS AND TIMELINE

BUDGET PROCESS AND TIMELINE

Public agencies develop budgets as a performance tool to measure accountability to their stakeholders. For the District, the budget is developed based on meeting the priorities, goals, and objectives established by the Board of Directors. The budget process for the District is designed to produce a document that is:

- A policy document that provides the rationale for the budget.
- A communications tool that effectively communicates how the budget helps implement long-range goals and strategies.
- An operational guide representing the efforts to control operations and measure performance.
- A long-term financial plan to guide the Town of Discovery Bay's allocation of resources.

The budget is available for interested parties, such as bond holders, credit rating agencies and their customers for review. The budget further demonstrates the District's commitment to fiscal responsibility and transparency of its operations. As a good business practice, the District prepares, adopts, monitors, and reports budgeted information to the Board of Directors on a bi-monthly basis.

Budget Considerations	
Incorporate rate study information for water and wastewater into FY 2024-2025 budget	✓
Develop five-year capital budget for each fund and identify funding sources	~
Achieve required debt coverage for water and wastewater funds	✓
Budget sufficient funds to support each fund operating activities and set aside funds to the revolving account	/

BASIS OF ACCOUNTING

Fund financial statements of the reporting entity are organized into funds, each of which is a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. Governmental funds account for specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance functions or activities of the District. Proprietary funds represent enterprise funds used to account for business-like activities provided to the public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income requirement like the private sector.

For financial statement purposes:

Governmental funds: The basis of accounting is to report using the current

financial resources measurement focuses and the modified accrual basis of accounting. Operating sources and uses of available spendable financial resources during a given period; that is revenues are considered available when they are collectible within the current period to pay liabilities of the current period. (within 60 days after the fiscal year end).

Proprietary funds: The accounting objectives of this measurement focus are the

determination of operating income, changes in net position, financial position, and cash flows. These funds use the accrual basis of accounting, so revenues are recognized when earned and expenses are when the liability is incurred.

For budgeting purposes:

For governmental and proprietary funds, the District has used the accrual basis of accounting. These amounts are reconciled within the financial statements.

BUDGET PROCESS

With the direction provided by the General Manager, the Finance Manager develops the operating budget with input and guidance from the department managers. Information is obtained from various sources depending on the source of revenues, and anticipated expenditures/expenses. The capital budget for the landscaping and community center was developed by the Finance Manager and department manager. The water and wastewater capital budget were collectively developed based on staff, contract operator, and the District's engineers for each system.

Budget Timeline

Date	Key Activity	Responsible Party
January 25, 2024	Distribute budget calendar, budget worksheets, and mid-year Fiscal Year 2023-2024 financial results	Finance Manager
February 12, 2024	Capital budget discussions with staff, contract operator and consultants	General Manager Water/Wastewater Mgr. Veolia, LSCE, and Herwit
February 20, 2024	Review staff time allocation and development of Labor Budget	Department Managers Finance Manager
February 21- 23, 2024	Develop of draft Fiscal Year 2024-2025 Operating Budget worksheets	Finance Manager
February 28, 2024	Review of draft budget worksheets with Department Managers	Department Managers Finance Manager
February 29, 2024	Finalize staffing requirement, and review labor and benefit worksheet with General Manager	General Manager Finance Manager
March 5 and 7, 2024	Review revised operating budgets worksheets with General Manager	General Manager Department Managers Finance Manager
March14, 2024	The Board of Directors held their annual board workshop where the General Manager shared the accomplishments for the current fiscal year and the outlook for Fiscal Year 2024-2025.	General Manager Board of Directors
March 19,2024	Develop capital outlay for landscaping and community center and review with General Manager and Department Manager	General Manager Department Manager Finance Manager
March 27, 2024	Finalize Capital budget for Water and Wastewater and review with General Manager and Department Manager	General Manager Department Manager Finance Manager
April 30, 2024	Preliminary Budget document presented to General Manager	General Manager Finance Manager
May 16, 2024	Budget workshop is presented to the Board of Directors	General Manager Finance Manager
June 5, 2024	Set public hearing for June 19 at June 5 Board meeting	General Manager Finance Manager
June 19, 2024	Board approves Fiscal Year 2024-2025 Budget and Resolution on Zone 9 Assessment Rate and Engineers Report, and Resolution on Zone 8 Appropriations Limit	General Manager Finance Manager

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BUDGET MONITORING

Budget monitoring process begins shortly after the budget is adopted. Each month the Finance Manager prepares a budget versus actual report to review and seek input from the department manager. On a bi-monthly basis, the Finance Manager develops an executive level budget versus actual report and presents it to the Board of Directors.

The budget is amended when expenditures are anticipated to significantly exceed estimates. Budget amendments can also occur for expenditures seen as appropriate charges but were not anticipated in the budget process. Any suggested amendments added to the original budget are brought to the Board of Directors through staff reports at the appropriate committee meeting. Staff is to describe why, how much, and what program budget requires an amendment to the original budget. These approvals are discussed at the appropriate committee and Board meetings and require a majority vote of the Board of Directors. Upon approval, staff updates the budget and financial system to reflect the approved change.

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Section 5: OVERVIEW OF REVENUES AND EXPENSES

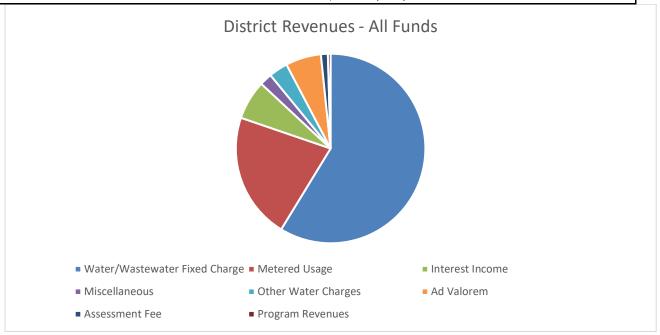
OVERVIEW OF REVENUES AND EXPENSES

As a community services district CSD, the District can provide a variety of services to its constituents. Through the Contra Costa LAFCO process, it was determined the District will provide water and sewer service, landscaping services, and recreational activities. Each of these services may have similar costs to meet the requirements of the program and activities, but the source of funds varies. To better understand how each fund needs to be separately managed, this section provides additional details of the major source of revenues and expenses.

Section 6 provides a detailed breakdown of each fund's revenues and expenses for the current year, and prior years.

REVENUES

Account Category	Amount	% of Total
-		
Water/Wastewater Fixed Charge	\$ 8,244,500	59%
Metered Usage	3,021,000	22%
Interest Income	940,000	7%
Miscellaneous	297,400	2%
Other Water Charges	454,000	3%
Ad Valorem	851,281	6%
Assessment Fee	170,999	1%
Program Revenues	65,000	0%
Total Revenues	\$ 14,044,180	100%



Water and Sewer Charges

As an enterprise fund activity, the District is required to follow a Prop 218 process to set its rates and charges. Typically, the District has a consultant review the information and prepares a rate recommendation for the Board of Directors to vote upon. This report is prepared every 4-5 years. The current rate study was prepared in 2020 and provides information through Fiscal Year 2024-2025. The District has begun the data gathering process to update the cost of service and plans to bring forth a new rate study in the next year. The rate process begins with gathering data for a few factors from customer base, reserves, cost of service (operating and capital plan) to be able to perform the following key steps.

- ♣ Revenue Requirements Revenue requirements are analyzed via financial plans developed from the Water and Wastewater Fund budgets. Based on the best information currently available, the financial plans incorporate projected operation and maintenance costs, capital expenditures, debt service, and growth to estimate annual revenue requirements. The plans serve as a roadmap for funding the Town's future operating and capital programs while maintaining long- term fiscal stability.
- ♣ Cost of Service Allocation The cost-of-service process builds on the financial plan analysis and assigns water and wastewater system costs to functional cost components: metering and customer service, commodity, and demand for water, and customer service and treatment/disposal for sewer.
- * Rate Design Rate design involves developing a rate structure that proportionately recovers costs from customers. Final rate recommendations are designed to (a) fund the utilities' short- and long-term costs of providing service; (b) proportionately allocate costs to all customers and customer classes; and (c) comply with the substantive requirements of Proposition 218.

Based on the <u>last study</u>, the water rates and charges are comprised of both an account charge assessed through the Contra Costa County and placed on one's property tax bill. The other portion represents the meter charge for individual use. This amount is billed monthly based on meter reads.

The split of revenues is split between the account charge and water usage is approximately 36% water and wastewater fixed charge, and the balance is on the rates. Whereas the wastewater revenues are the account charge from Contra Costa County. As a result, the variability in revenues estimated through the rate study and the actual results have been on point.

For the Fiscal Year 2024-2025 it is estimated to represent \$8,244,500 water and wastewater fixed charge and approximately \$3,021,000. There are other charges, approximately \$454,000 that may be determined based on the rate study and include meter installation, miscellaneous water fees, and commercial meter charges.

As shown in Section 2, our comparison to our neighboring communities shows that the water rates tend to be lower than our peers, but the wastewater is higher. On a combined basis, the District is the middle to low end of the spectrum.

Water Schedule

TABLE 1: ADOPTED WATER RATES																				
WATER		FY 20	20-2	1		FY 20	21-	22	FY 2022-23				FY 2023-24					FY 20	5	
		Monthly 5/month)	ı	Use (\$/ccf)		Monthly (\$/month)		Use (\$/ccf)		Monthly (\$/month)		Use (\$/ccf)		Monthly (\$/month)		Use (\$/ccf)	Monthly (\$/month)			Jse (\$/ccf)
Unmetered Account Charge		14.67			\$	14.67			s	14.67			\$	14.67			\$	14.67		
All Metered_		Monthly (\$/month)		arly (\$/DU)		Monthly (\$/month)	Y	early (\$/DU)	T	Monthly (\$/month)	Ye	early (\$/DU)		Monthly (\$/month)	Y	early (\$/DU)		Monthly (month)	Ye	arly (\$/DU)
Non-Irrigation Account Charge							Г		Г											
5/8" Meter	\$	21.46	\$	257.52	\$	21.84	\$	262.08	\$	22.22	\$	266.64	\$	22.62	\$	271.44	\$	23.02	\$	276.24
3/4" Meter	\$	21.46	\$	257.52	\$	21.84	\$	262.08	\$	22.22	\$	266.64	\$	22.62	\$	271.44	\$	23.02	\$	276.24
1" Meter	\$	21.46	\$	257.52	\$	21.84	\$	262.08	\$	22.22	\$	266.64	\$	22.62	\$	271.44	\$	23.02	\$	276.24
1 1/2" Meter	\$	40.08	\$	480.96	\$	40.78	\$	489.36	\$	41.50	\$	498.00	\$	42.24	\$	506.88	\$	42.98	\$	515.76
2" Meter	\$	62.98	\$	755.76	\$	63.96	\$	767.52	\$	64.94	\$	779.28	\$	65.92	\$	791.04	\$	66.94	\$	803.28
3" Meter	\$	124.56	\$	1,494.72	\$	126.10	\$	1,513.20	\$	127.64	\$	1,531.68	\$	129.20	\$	1,550.40	\$	130.80	\$	1,569.60
4" Meter	\$	193.84	\$	2,326.08	\$	196.00	\$	2,352.00	\$	198.20	\$	2,378.40	\$	200.40	\$	2,404.80	\$	202.64	\$	2,431.68
6" Meter	\$	386.30	\$	4,635.60	\$	390.22	\$	4,682.64	\$	394.18	\$	4,730.16	\$	398.18	\$	4,778.16	\$	402.22	\$	4,826.64
Irrigation Account Charge																				
5/8" Meter	\$	19.24	\$	230.88	\$	19.58	\$	234.96			\$	239.04	\$	20.26	\$	243.12	\$	20.62	\$	247.44
3/4" Meter	\$	19.24	\$	230.88	\$	19.58	\$	234.96	\$	19.92	\$	239.04	\$	20.26	\$	243.12	\$	20.62	\$	247.44
1" Meter	\$	19.24	\$	230.88	\$	19.58	\$	234.96	\$	19.92	\$	239.04	\$	20.26	\$	243.12	\$	20.62	\$	247.44
1 1/2" Meter	\$	37.12	\$	445.44	\$	37.38	\$	448.56	\$	37.64	\$	451.68	\$	37.90	\$	454.80	\$	38.18	\$	458.16
2" Meter	\$	58.54	\$	702.48	\$	58.72	\$	704.64	\$		\$	706.80		59.06	\$	708.72	\$	59.24	\$	710.88
3" Meter	\$	115.73	\$	1,388.76	\$	115.73	\$	1,388.76	\$		\$	1,388.76		115.73	\$	1,388.76	\$	115.73	\$	1,388.76
4" Meter	\$	180.27	\$	2,163.24	\$	180.27	\$	2,163.24	\$		\$	2,163.24		180.27	\$	2,163.24	\$	180.27	\$	2,163.24
6" Meter	\$	359.54	\$	4,314.48	\$	359.54	\$	4,314.48	\$	359.54	\$	4,314.48	\$	359.54	\$	4,314.48	\$	359.54	\$	4,314.48
Newly Metered Customers :																				
Meter Install Fee (10 yr	+	\$8.01	_		L	\$8.01	L		┡	\$8.01			L	\$8.01				\$8.01		
Metered Usage Charge:	+	Use (\$/cc	f)	\vdash	Use (\$/c	:f)	\vdash	Use (\$/cc	\$/ccf) Use (\$/ccf) Use (\$/ccf)					f)			
			266				34		Т		105		2.479 2.577							
DW= Dwelling Unit ccf=100 cubic feet=748 gallons																				

TABLE 2: ADOPTED WATEWATER RATES																				
SEWER	SEWER FY 2020-21				FY 2021-22			FY 2022-23			FY 2023-24				FY 2024-25			5		
Monthly					- 1	Monthly				Monthly			Mo	nthly				Monthly		
Residential/Unmetered	(\$/	month)	Yea	rly (\$/DU)	(5	/month)	Ye	arly (\$/DU)		(\$/month)	Ye	arly (\$/DU)	(\$/n	onth)	Yea	arly (\$/DU)	(\$/month)	Yea	arly (\$/DU)
Single Family (Each DU)	\$	83.34	\$	1,000.08	\$	84.59	\$	1,015.08	\$	85.86	\$	1,030.32	\$	87.15	\$	1,045.80	\$	88.46	\$	1,061.52
Multifamily/Condos (Each DU)	\$	63.89	\$	766.68	\$	65.92	\$	791.04	\$	68.01	\$	816.12	\$	70.17	\$	842.04	\$	72.40	\$	868.80
Vacant	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00
Non-Residential/Metered		Use (\$/ccf)		Use (\$/ccf)			Use (\$/ccf))	Use (\$/ccf))	Use (\$/c		\$/ccf)	
Business/Government/Clubs		6.0	05			6.3	884			6.7	37			7.:	109			7.5	01	
Restaurants/Bars/Dining Facilities		17.	337			17.	899			18.	479			19.	.078			19.	.696	
Schools	5.462				5.781			6.118			6.475				6.85					
Other Domestic Strength Users 6.05					6.3	884		6.737				71.09				7.501				

Wastewater Schedule

TABLE 2: ADOPTED WATEWATER RATES																				
SEWER		FY 20	20-2	l	FY 2021-22				FY 2022-23				FY 2023-24				FY 2024-25			;
	M	lonthly				Monthly				Monthly			М	onthly				Monthly		
Residential/Unmetered	(\$/	/month)	Ye	arly (\$/DU)		(\$/month)	Yea	arly (\$/DU)		(\$/month)	Ye	arly (\$/DU)	(\$/	month)	Yea	arly (\$/DU)		(\$/month)	Ye	arly (\$/DU)
Single Family (Each DU)	\$	83.34	\$	1,000.08	\$	84.59	\$	1,015.08	\$	85.86	\$	1,030.32	\$	87.15	\$	1,045.80	\$	88.46	\$	1,061.52
Multifamily/Condos (Each DU)	\$	63.89	\$	766.68	\$	65.92	\$	791.04	\$	68.01	\$	816.12	\$	70.17	\$	842.04	\$	72.40	\$	868.80
Vacant	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00	\$	18.67	\$	224.00
Non-Residential/Metered		Use (\$/ccf)	Use (\$/ccf)			Use (\$/ccf)			Use (\$/ccf)			Use (\$/ccf))			
Business/Government/Clubs		6.	05		П	6.3	84			6.7	737			7.:	109			7.5	01	
Restaurants/Bars/Dining Facilities		17.	337			17.	899			18.	479			19.	.078			19.	696	
Schools		5.4	162			5.7	781			6.1	.118		6.		475		6.8		53	
Other Domestic Strength Users		6.	05			6.3	884		6.737			71.09				7.50				
DW= Dwelling Unit																				

Ad Valorem

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the District is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit. Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change. For the Fiscal Year 2024-2025 it is estimated to bring \$851,281

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

	Historical Limit	Per Capita Personal		Population		
•	(With Permitted Increases)	Income Change	Per Capita Ratio*	Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.40	1.024	1.07786240
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.50	1.025	1.07030500
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	(2.54)	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	(0.23)	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.90	1.009	1.04623210
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.95	3.73	1.0373	0.06	1.0006	1.03792238
Year 21/22	\$ 740,708.83	5.73	1.0573	0.35	1.0035	1.06100055
Year 22/23	\$ 792,250.87	7.55	1.0755	(0.55)	0.9945	1.06958475
Year 23/24	\$ 820,310.94	4.44	1.0444	(0.86)	0.9914	1.03541816
Year 24/25	\$ 851,281.20	3.62	1.0362	0.15	1.0015	1.03775430

Assessment Fee

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopts a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer's Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget. Herwit Engineering lists all factors leading to any increased assessment and the funds needed to maintain the reserve amount and cover the increased cost of operations. The Annual Assessment can be viewed on the Districts website. For the Fiscal Year 2024- 2025, it is estimated at about \$170,999.

Year	Number of lots/homes	Engineers Rate	YoY % increase
2005-2006	203		
2006-2007	203	431.00	-
2007-2008	203	431.00	0.00%
2008-2009	203	431.00	0.00%
2009-2010	203	406.00	-5.80%
2010-2011	203	406.00	0.00%
2011-2012	203	561.20	38.23%
2012-2013	203	555.76	-0.97%
2013-2014	203	563.94	1.47%
2014-2015	203	602.92	6.91%
2015-2016	203	606.94	0.67%
2016-2017	203	625.78	3.10%
2017-2018	203	658.50	5.23%
2018-2019	203	658.50	0.00%
2019-2020	203	707.00	7.37%
2020-2021	203	714.84	1.11%
2021-2022	203	742.04	3.81%
2022-2023	203	779.12	5.00%
2023-2024	203	811.78	4.19%
2024-2025	203	842.36	3.77%

Community Center Program Fees

As previously shown, the District offers a variety of classes at the Community Center located in Zone 8 to engage the community of all ages. The classes include exercise classes like yoga and Zumba, tennis, aquatic lessons, and other miscellaneous classes. The rates vary by course offering and the arrangement is that the District receives 25% of the fee charged by the instructor. The District will charge the full amount and reimburse the instructor for their potion. It is estimated that program fees will be \$65,000

Interest Earnings

The District has adopted an investment policy (Policy #003) that allows for the District to invest in investment vehicles that will return a favorable yield only after the requirements of safety and liquidity are met. Presently, the District invests excess funds of approximately \$18 million across all funds with a money market account and a local government investment pool, California CLASS. Based on the anticipated rates between 3-5%, the District anticipates approximately \$940,000 in interest earnings. Those amounts are estimated to be allocated as follows:

Fund	Estimated Budget		
10 Administration	\$10,000		
20 Water	\$425,000		
21 Wastewater	\$400,000		
40 Zone 9	\$75,000		
41 Zone 9	\$10,000		
60 Community Center	\$20,000		
Total Interest Earnings	\$940,000		

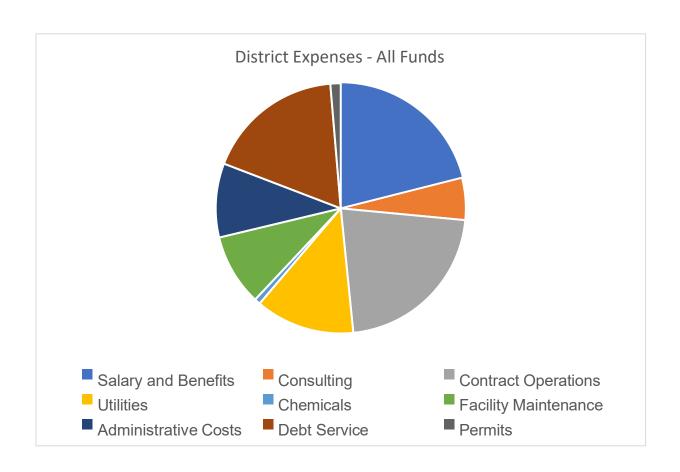
Miscellaneous

The District also receives miscellaneous other revenues during the year that represent developer reimbursement costs, county reimbursements for the special zones, rentals, administrative fees pertaining to new connections, and other. These amounts total about \$297,400.

EXPENDITURES/EXPENSES

Account Category	Amount	% of Total	
Salary and Benefits	\$ 2,760,513	21%	
Consulting	715,000	5%	
Contract Operations	2,871,000	22%	
Utilities	1,684,200	13%	
Chemicals	100,000	1%	
Facility Maintenance	1,212,900	9%	
Administrative Costs	1,254,800	10%	
Debt Service	2,339,820	18%	
Permits	 175,000	<u>1%</u>	
Total Expenses *	\$ 13,113,232	100%	

^{*}The difference between revenues of \$14,037,900 and total expenses of \$13,113,232 of \$924,668 represents the collective net revenues for all district fund activities. These amounts support terevolving funds that are set aside for PAYGO spending on capital projects.



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Salary and Benefits

The District is led by the General Manager who oversees the staff of the various departments including Administration, Finance, Parks and Recreation, Water and Wastewater Operations. Through their collective efforts, the District strives to meet the demands of our community. While the staff are organized by departments, there is an effort to streamline some processes that may have them to reflect their time to another fund's budget. The Administration and Finance staff time is allocated to the various efforts based on an approximation of their time spent to support the parks/landscape efforts, recreation efforts, the water efforts and wastewater efforts.

In Fiscal Year 2024-2025, there were opportunities to make some staff changes to elevate and promote internal staff which creates opportunities to add some new positions – specifically, senior account clerk, recreations coordinator, and landscape coordinator. The introduction of these new positions allows for more effective management and response to District's priorities.

The breakdown of the staff's efforts are as follows:

Special Administration	4.8%
Water	39.3%
Wastewater	29.8%
Zone 8 / Community Center	23.7%
Zone 9	2.3%
Total Payroll Budget	100%

In addition to the regular staff position noted in the position headcount table, the District also hires seasonal staff to support the Community Center programming. This includes recreation leaders and swim/lifeguard instructors.

To ensure that there is fair compensation to the employees, the District has a multi-step pay scale which is adjusted by a CPI (Consumer Price Index) of 5% on July 1, 2024. The General Manager compensation is determined by the Board of Directors.

IN addition to the internal District staff, the water and wastewater operations are supported by external contractors. The facilities are managed by Veolia Water and the District Engineer by two contracts which are LCSE (Water) and Herwit (Wastewater).

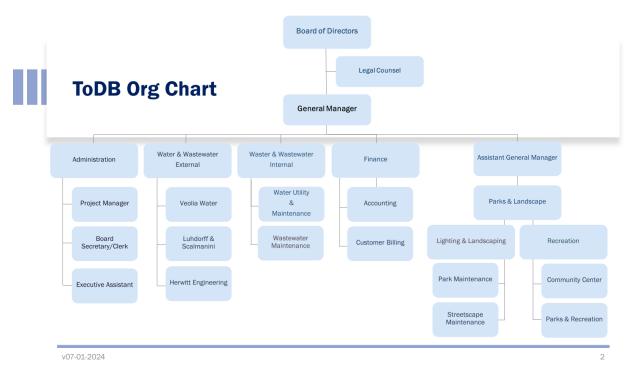
Position Headcount (budgeted)

Position Title	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Office Assistant	2	2	2	2	2	2
Administrative Assistant	2	2	2	2	2	2
Executive Assistant	1	1	1	1	1	1
Project Accountant	0	0	0	1	1	1
Accountant	1	1	1	1	0	0
Senior Account Clerk	0	0	0	0	0	1
Water Services Technician I	2	2	2	2	2	2
Water Services Technician II	1	1	1	1	1	1
Parks & Maintenance Worker I	1	1	1	1	1	1
Parks & Maintenance Worker II	2	2	2	2	2	1
Parks & Maintenance Worker III	1	1	1	1	1	2
Recreation Programs Supervisor	1	1	1	1	1	0
Landscape Coordinator	0	0	0	0	0	1
Recreation Programs Coordinator	0	0	0	0	0	1
Parks & Landscape Manager	1	1	1	1	1	1
Water & Wastewater Manager	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Projects Manager	1	1	1	1	1	1
Assistant General Manager	1	1	1	1	1	1
General Manager	1	1	1	1	1	1
Total	20	20	20	21	20	22

Staff allocation to Funds – based on budgeted dollars

	Water	Wastewater	Zone 8	CC	Zone 9	Special Zones	Total
Direct Labor	4.4	2.3	1.9	3.0	0.4	1.0	13.0
Indirect Labor	4.2	4.2	0.2	0.2	0.1	0.1	9.0
	8.6	6.5	2.1	3.2	0.5	1.1	22.0

On the following page is the organizational chart that reflects the entirety of the District.



Benefits

The District employee's pay is supplemented by District paid benefits and accessibility to other benefits which the employee may opt for themselves and their family members. The District will pay 100% of the employee cost for medical, dental and vision, and 80% of the employee's dependent for medical premium only. The employee may obtain dental and vision insurance benefits for their family members, but the employee will bear these costs as a payroll deduction. For those employees who waive insurance premiums, the District will pay \$125 per pay period and this amount is contributed to the 457 Plan held at Empower. The District will match up to annual contribution of \$5,000 to a 457-retirement benefit plan. In addition, the District will pay for pay the premium for a life insurance policy valued at \$20,000 and the cost to have an EAP benefit. Benefits are obtained through Special District Risk Management Association (SDRMA) and California Choice.

In addition, the District offers holiday, and vacation pay, and administrative leave and car allowance are provided to a limited few. More information about the employees' benefits can be found in the <u>Personnel Manual</u> (Policy 005).

Consultants

To support the operations, the District hires qualified professionals to provide engineering support. Due to the size of the agency, the added support from Herwit (Wastewater) and LSCE (Water) provides important engineering support from project engineering, special studies, and construction support. In addition, the District also has several professionals that support the District's financial and debt management for the agency, and the costs associated for an annual audit.

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

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

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

Contract Operations

Veolia Water supports the District's activities of providing clean drinking water and collecting and treating wastewater/sewerage water. They have a small team located at the District facilities to manage the District's operations and bring additional resources to address matters to effectively manage these assets and perform the necessary operations. As part of their services, they did incur some direct costs and seek reimbursement of those costs. The District currently has a five-year agreement that expires in 2026.

Utilities

Electricity is acquired from PG&E and is the largest component in this category. The District is exploring with Veolia options to reduce this essential cost. In addition, the landscape department does incur water costs from the Town of Discovery Bay (a revenue to Fund 20 – Water). Costs for waste disposal are managed through Mt. Diablo Resource Recovery.

Chemicals

Through the Bay Area Chemicals Consortium, the District obtains competitive pricing for the chemicals, sodium hypochlorite, used for its water operations. Wastewater operations also minimally uses chemicals, and these costs are incurred and pass through from Veolia.

Facility Maintenance

For the water and wastewater operations, facility maintenance includes the general repairs necessary to maintain the District facilities outside of those costs incurred under Veolia. For the landscape department, the facility maintenance costs include the supplies necessary at the parks and streetscape, and the third-party support to complement the District staff in maintaining the extensive landscape system. In addition, the costs to maintain the District's small fleet of vehicles for both the water/wastewater operations and landscape departments are within this category.

Administrative Costs

The costs represent the general office-related costs of supplies, printing, technology support, bank charges and other costs related to the department activities. The most significant cost in this category represents the property and liability insurance from SDRMA.

Debt Service

As reflected in Section 9, the District has incurred debt to help finance its water and wastewater facilities. Most notably are the investment in wells and meter projects for the Water operations and emergency storage facility, filtration system, and denitrification facility for the Wastewater operations.

The District obtained this debt through the Discovery Bay Public Financing Authority through three separate bond transactions. The District has a separate fund to manage the debt and when the semi-annual debt service payments are required the Water Fund (20) and Wastewater Fund (21) will pay the trustee to deposit funds into the trustee restricted for the purpose of meeting this obligation to the bondholders. The breakdown of the annual transfers are as follows:

Fund 20 Water \$ 539,912 Fund 21 Wastewater \$1,799,908

Permits

To ensure the District meets regulatory requirements to operate its treatment facilities, they are required to maintain certain state and regional permits.

Expenditures. As reflected in Section 7, the District has developed a five-year capital plan that describes the projects, costs, and timing to make investment, and rehabilitate or replace existing facilities. The capital plan is developed by the efforts of the District staff, consultants and contract operator who understand the needs of the District to meet the mission and goals for the agency. Through existing reserves, annual set aside of net revenues or pursuit of debt, the District plans for the most cost-effective method to pay for these investments.

DEPARTMENT DESCRIPTION AND OUTLOOK

The District is organized as a community services district and approved to provide services to the local community in water, wastewater, lighting, landscaping, and recreation. The efforts are each funded by a different revenue source and therefore it is important to track the direct and indirect costs incurred. The District maintains separate funds within its accounting software to ensure that it can record, track, and monitor the revenues and costs of each fund.

To support the District's operations, the Administration and Finance Departments provide an essential role to ensure that timely information and reporting are available to each department to meet the demands of water and wastewater department, and parks and recreations department. The associated costs incurred by Administration and Finance staff are charged to the departments based on allocating their costs to those departments that benefit from them. For instance, the costs related to water and wastewater for debt management (i.e., financial advisory services) will be charged directly to Fund 20 (Water) and/or Fund 21 (Wastewater). Other costs are allocated based on usage such as office utilities and technology support.

Administration Department

The Administration Department oversees the administrative duties of the District from records management, agenda preparation, and supports the General Manager office with completion of required reporting, human resource duties, and risk management.

Key Achievements

- ✓ Improved records management access through Laserfiche.
- ✓ Update boardroom audio visual equipment.

- ✓ Successful launch of Slick Text Service for the Town's new SMS Community Alerts system.
- ✓ Launched TODB on NextDoor for Government.

Outlook

- Evaluate options for new revenue sources to finance landscaping services.
- ➤ Increase engagement with community by developing partnerships and social media promotion.

Finance Department

The Finance Department operates under the Board of Directors who are the policy-making body of the District. The General Manager serves as the administrative head and Treasurer of the District. The department is responsible for processing vendor payments, payroll, utility, and other miscellaneous billings. In addition, it is responsible for preparing and monitoring the annual budget, ensuring adherence to District policies and procedures. When necessary, the District may issue finance capital facilities.

Key Achievements

- ✓ Timely completion of annual audit and submission of audited financial statements to State of California, S&P, and EMMA.
- ✓ Further enhanced interest earning potential by opening an account with California CLASS.

Outlook

- Review of existing financial policies and create new policies on disclosure and capital funding.
- > Finalize Water and Wastewater Rate Study.
- Implement new commercial credit card program.
- Evaluate funding strategies to finance District's capital projects.
- > Evaluate software platforms to improve financing tracking, reporting, and monitoring.
- Prepare its first Annual Comprehensive Financial Report (ACFR)

Water Department

The Water Department's focus is to provide water production, treatment, and distribution to over 6,000 homes and businesses. Specifically, the Water Department includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning the District's water systems. In addition, the department has a water quality program for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue water misuse observed in the field.

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

Wastewater Department

The Wastewater Department provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Department includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town's wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services, and planning efforts.

Water and Wastewater Key Achievements

- ✓ Completed Denitrification project.
- ✓ Completed Wastewater Diffuser project.
- ✓ Installation of filter at Willow Lake Plant.
- ✓ Installation of the WWTP Bar Screen.
- ✓ Replace Clipper bridge force main.
- ✓ Removal of failed Well 7 pump and motor.
- ✓ Completion of Lift Station Y and influent pump station bar screen installation.

Water and Wastewater Outlook

- Complete construction of Well 8.
- Initiate Marina underwater crossing project.
- Initiate mainline pipeline project.
- Proceed forward with direction by the Board on Administration Building.
- Replace solar dryer panel for the wastewater system.
- Obtain roller track system to replace mole system.

Lighting and Landscaping Services Department

The Parks and Landscaping Department provides for the planning, maintenance and capital outlay of the parks and landscaping network in Discovery Bay which includes preventative maintenance on streetscapes design and planting and ensuring proper drainage. The Department maintains and replaces plants and trees to provide health, vitality, manages lists to project funding and scheduling future repairs, projects, and replacement.

Key Achievements

- ✓ Enhancements made at Cornell Park were funded through Prop 68.
- ✓ Complete Clipper Drive Irrigation.
- ✓ Install solar bollard lights along Clipper Drive.
- ✓ Resurfaced tennis and pickleball courts at Cornell Park, wall ball at Community. Center, and basketball at Slifer Park.

Outlook

- Replace the Ravenswood Park Splash Pad.
- Poe Road enhancements.
- Rehab Discovery Bay entrance sign.
- Update play structure at Cornell Park.

Recreation Services Department

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

Key Achievements

- ✓ Completion of Patio enhancement project.
- ✓ Improved Pickleball surface and installed new shade structure.
- ✓ Implement new software for recreational course sign ups and payment.

Outlook

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings, and expansion of community relationships with local groups.
- ➤ Make enhancements at Community Center including electrical panel, exterior painting, and new storage sheds.



Section 6: FUND BUDGETS AND TREND INFORMATION

FUND BUDGETS AND TREND INFORMATION

FUND 10

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

As these direct costs for landscaping services are to be fully reimbursed by the Contra Costa County, the District separately manages the costs related to oversight of the County's zones. Certain costs for the use of the District's equipment are reflected as County reimbursements in Zone 8 and Zone 9.

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

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

Account	Fiscal Year 2024-2025
Revenue – Interest Income	\$10,000
Revenue – Other (County Reimbursement)	\$71,400
Expense – Landscape Services	(\$71,400)
Net Revenues	\$10,000

The interest earned may be used for general purposes for the District.

Capital Improvements

Capital Improvements are planned by Contra Costa County Public Works Department. For Fiscal Year 2024-2025 the following projects are planned

- Zone 35 Replace irrigation and replace vegetation on medians, and slurry of pathway.
- Zone 57 Enhance shrub beds at Regatta Park near playground and BBQ; replace park entrance sign.
- Zone 61 Replace lighting and soccer nets at Slifer Park.

FUND 20

WATER FUND

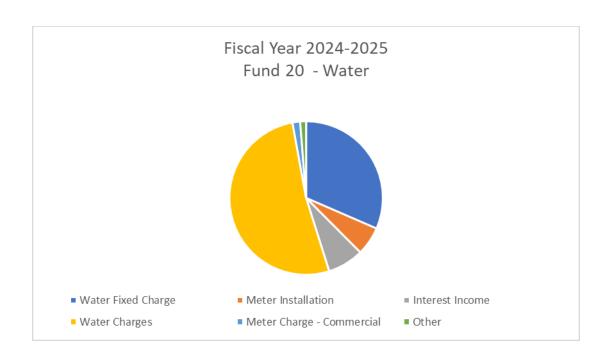
The District provides water service to over 6,000 residential and commercial accounts. The Department staff consist of a manager and water technicians to ensure delivery of potable water. The facilities are managed through a third-party contractor, Veolia. Any evaluations for service are discussed by staff, Veolia and the District, a third-party consultant, LCSE.

This fund is supported by revenue charges and rates set by approved Board action after the Proposition 218 process. The current rate study was established in 2020 and goes through the fiscal year. The District is currently gathering data to update the rate study for the next five-year period and will present an update to the Board later in 2024.

Five Year Trend – Fund 20 Revenues											
	EV	/ 2020-2021	ΕV	(2021-2022	Ε\	(2022-2023	FY 2023-202	1	FY 2024-2025		
	1 1	Actual	- ' '	Actual	- ' '	Actual	Budget	*	Budget		
Water Fixed Charge		1,549,250		1,574,060		1,604,898	1,627,04	7	1,758,000		
Meter Installation		333,823		336,196		335,409	335,21	9	336,000		
Interest Income		-		-		85,944	137,50	1	425,000		
Water Charges		2,960,014		2,809,584		2,814,276	2,901,000)	2,901,000		
Meter Charge – Commercial		87,416		88,288		89,455	85,00	1	90,000		
Other		124,564		120,251		233,130	58,60	1	70,000		
Total Revenues	\$	5,055,067	\$	4,928,379	\$	5,163,112	\$ 5,144,369	9 \$	5,580,000		

As the five-year trend shows, the revenues are steady during the period. The main change is the District's decision to invest its reserves into Money Market and local government investment pool called California CLASS.

During the year, the District may earn revenue from capacity and connection fees. These funds are not budgeted as the District does not have a firm commitment from the developer that these funds may be received in any given year. While the funds may be used to determine debt coverage, the funds are to be used for capital projects and the District will report the accounting of these funds on a annual basis.

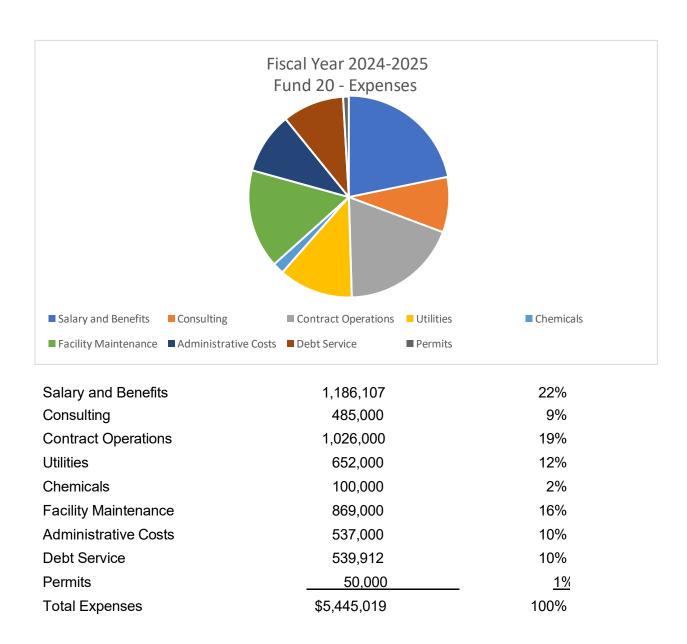


As the above chart reflects, most of the revenue is received through water charges. As the five-year trend shows, the revenues remain consistent. The account charge (or SEC Account Charge) is placed on the County property tax bill and received semi-yearly. These two revenue sources represent approximately 84% of the revenues. The meter installation revenue is the expected source to repay the debt for the 2017 meter project and is expected to run through 2027.

	Five Year Trend - Fund 20 Expenses											
	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget							
Salary and Benefits	571,236	592,219	642,690	870,334	1,186,107							
Consulting	383,652	302,078	252,641	339,124	485,000							
Contract Operations	857,187	1,110,394	817,720	845,000	1,026,000							
Utilities	525,090	524,284	644,125	640,762	652,000							
Chemicals	5,938	36,586	59,125	120,000	100,000							
Facility Maintenance	724,387	982,866	1,166,155	989,500	869,000							
Administrative Costs	308,356	380,716	485,839	544,743	537,000							
Debt Service	143,608	255,843	540,562	539,223	539,912							
Permits	39,645	53,982	57,636	50,000	50,000							
Total Expenses	\$ 3,559,099	\$ 4,238,968	\$ 4,666,493	\$ 4,938,687	\$ 5,445,019							

The cost to produce potable water has increased over the five-year period. The increase in salary and benefits does represent the increased effort from the direct staff and indirect labor that had been previously reflected other funds. The increase in consulting for FY 2024-2025 presents the effort towards the future water supply analysis. Contract operations are expected to increase based on current price

increases expected through contract negotiations. During this period, the chemical price increased but remains a small portion of the overall water budget. Administration costs over this period have increased due to the cost of property and liability insurance. Finally, the increase in debt service is due to the 2022 financing transaction where the District received funds for the construction of Well 8.



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Fund Detail

Fund 20- Wate	er	Fiscal Ye	ar 2022-2023	Fiscal Ye	ar 2023-2024	Fiscal Year
Water Revenue	es	Actual	Budget	Projected	Budget	2025 Budget
20-31-5102	Wastewater Fixed Charge	1,603,797	1,598,310	1,632,779	1,627,047	1,758,000
20-31-5145	Meter Installation	335,409	335,218	336,000	335,218	336,000
20-31-5149	Developer Deposit			40,000	-	25,000
20-31-5151	Grants	2,970	-	-	-	-
20-31-5179	Misc. Water Service Fees	36,594	10,000	25,000	25,000	27,000
20-31-5195	Interest Income	85,994	-	400,000	137,500	425,000
20-31-5226	Water Meter Rental	1,100	500	1,200	500	1,000
20-31-5243	Other	133,679	10,000	20,000	25,000	15,000
20-31-6000	Water Charges	2,814,276	2,901,000	2,850,000	2,901,000	2,901,000
20-31-6030	Connection Fees CIP	1,500	6,000	1,400	200	-
20-31-6045	Capacity Fee CIP	55,528	15,000	70,672	7,500	-
20-31-6046	Permit Fee	1,100	5,000	1,400	200	1,000
20-31-6047	Inspection Fee	1,760	5,000	2,240	200	1,000
20-31-6086	Meter Charge Commercial	89,455	85,000	85,000	85,000	90,000
	Subtotal – Revenues	5,163,162	4,971,028	5,465,691	5,144,365	5,580,000

FUND 20 EXPENSES		Fiscal Year 2 Actual Bu	2 022-2023 dget	Fiscal Year 2	2023-2024 Idget	Fiscal Year 2025	
Water Expense	es	Actual Bu	ugei	Projected Bu	luget	Budget	
20-41-7000	Salary and Wages	536,815	592,103	700,000	690,013	905,932	
20-41-7001	Overtime	1,452	2,000	-	2,000	-	
20-41-7003	ER Taxes	39,828	59,210	40,000	69,001	80,175	
20-41-7030	Group Insurance	81,900	110,000	80,000	100,000	140,000	
20-41-7045	Workers Comp	18,475	19,200	40,000	19,320	38,000	
20-41-7060	457 Plan	25,788	30,000	15,000	30,000	22,000	
20-41-7075	Reimbursement of Wages	(6,000)	· -	-	-	-	
20-41-7105	Reimbursement of Insurance	-	(40,000)	-	(40,000)	-	
20-41-7135	Vacation	4,832	· · · · ·	-	- 1	-	
20-41-7150	Temporary Employees	39,977	3,000	-	3,000	3,000	
20-41-7165	BOD Compensation	11,960	22,500	9,500	22,500	15,000	
20-41-7180	Training Conferences Travel	11,950	31,000	17,000	30,000	20,000	
20-41-7181	Travel & Meetings – BOD	-	-	1,000	-	5,000	
20-41-7225	Memberships	10,160	9,000	6,000	15,000	8,000	
20-41-7255	TODB Sponsored Events	-	10,000	1,580	10,000	1,000	
20-41-7271	Consulting Services	202,349	285,700	150,000	261,124	420,000	
20-41-7272	Water Service Contract	722,976	720,000	745,000	745,000	840,000	
20-41-7276	Contract Mailing	45,209	47,000	45,000	47,000	47,000	
20-41-7280	Veolia Pass Through Expenses	94,744	132,500	100,000	100,000	186,000	
20-41-7286	Legal – General	36,282	70,000	27,000	50,000	40,000	
20-41-7288	Legal – Litigation	-	10,000	-	10,000	5,000	
20-41-7301	Annual Audit Service	14,010	15,000	18,000	18,000	20,000	
20-41-7316	Election Expense	5,363	6,000	-	6,000	7,900	
20-41-7317	Advertising	168	2,000	500	2,000	1,000	
20-41-7318	Public Relations	421	1,000	500	1,000	-	
20-41-7319	Internet Website	2,304	4,800	4,600	4,800	-	
20-41-7325	Water Conservation	-	-	-	10,000	4,000	
20-41-7345	Communications and Notice	141	2,400	1,000	2,400	-	
20-41-7361	Telephone – General	4,544	5,750	6,500	5,750	14,000	
20-41-7362	Telecom – Networking	8,021	5,600	7,000	10,000	7,000	
20-41-7363	Telephone – cellular	4,709	6,000	3,000	6,000	-	
20-41-7376	Construction Material Repair	67,577	137,500	50,000	137,500	80,000	
20-41-7392	Vehicle & Equipment – Fuel	12,783	15,000	10,000	15,000	12,000	
20-41-7393	Vehicle & Equipment - Sup & Rep	6,636	6,000	4,000	7,000	7,000	

Fund 20- Water Water Expenses		Fisca Actual	l Yea		022-2023 dget	Pro	Fiscal Ye jected		2023-2024 udget	Fiscal Year 2025 Budget	
20-41-7404	Water Meter and Registers	138,0	359		70,000		80,000		80,000		120,000
20-71-7406	General Repairs	869,	500		450,000		400,000		750,000		650,000
20-41-7409	Info System – Maintenance	20,8	384		23,000		25,000		23,000		85,000
20-41-7410	Equipment Maintenance	2.4	159		3,600		500		3,600		2,000
20-41-7411	Software Hosting	37,			40,000		12,000		40,000		-
20-41-7412	Computer Equipment & Supplies		178		3,500		400		3,500		-
20-41-7413	Miscellaneous Small Tools	10,6			4,000		3,500		4,000		4,000
20-41-7414	Equipment Repair		376		400		2,100		400		
20-41-7415	Computer Software	3,0	019		4,000		2,000		4,000		-
20-41-7422	Minor Equipment/Furniture		-		2,000		1,000		2,000		5,000
20-41-7423	Office Furniture		-		3,000		-		3,000		-
20-41-7424	Postage		160		1,000		1,000		1,000		1,000
20-41-7425	Office Supplies	12,0			10,000		8,000		10,000		10,000
20-41-7437	Rent - Public Meetings		839		200		-		200		-
20-41-7438	Building – Rent	13,2	200		13,200		13,200		13,200		13,200
20-41-7439	Equipment Rental/Leasing	1,6	353		3,000		1,000		3,000		2,000
20-41-7440	Landscape Maintenance		27		5,000		20,000		2,000		20,000
20-41-7441	Building Maintenance	9,7	738		12,000		20,000		15,000		12,000
20-41-7451	Insurance Liability & Property	123,3			128,068		144,282		151,273		180,000
20-41-7466	Permits & Fees	57,6	336		45,000		50,000		50,000		50,000
20-41-7469	Personal Protective Equipment	1,	721		3,000		2,000		3,000		3,000
20-41-7470	Safety Equipment and Supplies		136		1,400		100		1,400		-
20-41-7481	Utilities/Electrical Cost	636,4	194		575,424		640,000		628,762		640,000
20-41-7483	Utilities/Waste Cost	7,6	331		12,000		8,000		12,000		12,000
20-41-7495	Chemicals	59,	125		50,000		100,000		120,000		100,000
20-41-7510	Freight		-		800		-		800		-
20-41-7511	UPS/Courier		-		320		-		320		-
20-41-7526	Miscellaneous Bank Charges	25,	557		25,000		30,000		27,000		30,000
20-41-7527	Miscellaneous Services & Supplies	1,5	516		1,500		1,500		1,500		2,500
20-41-7532	Miscellaneous	5,9	942		2,000		-		2,000		-
20-41-7533	Bad Debt		-		5,000		2,000		5,000		2,500
20-41-7534	Special Expense	2,8	338		-		1,500		-		2,000
20-41-7536	Debt Service/Operating Transfer Out	540,	562		548,940		539,223		539,223		539,912
20-41-7545	Revenue Collection	2,	166		2,400		1,117		2,400		2,400
20-41-7547	Payroll Wire Transfer Fee		292		500		-		500		-
20-41-7549	Public Works – Permits		-		20,000		-		20,000		-
20-41-7550	Property Taxes		161		1,200		2,442		1,200		2,500
20-41-7587	Developer Deposit Reimbursement	72,8	396		10,000		40,000		25,000		25,000
	Subtotal – Expenses	4,666,4	493		4,400,715		4,234,043		4,938,687		5,445,019
	Net Revenues (Loss)	\$ 496,6	669	\$	570,313	\$	573,060	\$	205,678	\$	134,982
	Not Dovonuo hofere Daht Camile	ф 400 7 4	220	φ	1 110 050	¢.	067.007	ø	744 000		674.000
	Net Revenues, before Debt Service	\$ 1,037,2		Ф	1,119,253	ф	967,397	ф	744,902		674,893
	Debt Coverage	1	.92		2.04		2.45		1.38		1.25

Based on bond documents, the District needs to maintain debt coverage of at least 1.25. As part of the current rate study, the report will evaluate the necessary rates to pay for operations and capital projects, maintain cash levels and support annual contribution targets for the District's revolving funds. Maintaining cash levels and debt coverage are important to the District's credit rating with S&P who has rated the District AA.

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FUND 21

WASTEWATER

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems which are interconnected and are dependent upon each other for various functions. To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants can produce an average of 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

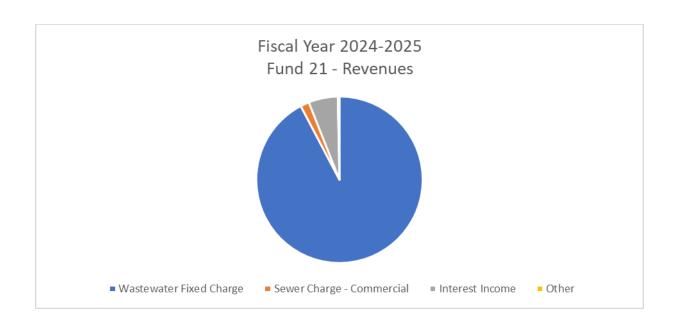
This fund is supported by revenue charges and rates set by approved Board action after the Proposition 218 process. The current rate study was established in 2020 and goes through the fiscal year. The District is currently gathering data to update the rate study for the next five-year period and will present an update to the Board later in 2024.

Five Year Trend - Fund 21 Revenues											
	FY 2020- 2021		FY 2021- 2022		FY 2022- 2023	FY 2023- 2024	FY 2024- 2025				
	Actual		Actual		Actual	Budget	Budget				
Wastewater Fixed Charge	5,991,417		6,087,297		6,182,320	6,228,623	6,486,500				
Sewer Charge - Commercial	110,517		114,535		116,124	157,001	120,000				
Interest Income	-		-		78,415	247,500	400,000				
Other	108,186		84,229		176,108	34,600	22,000				
Total Revenues	\$ 6,210,120	\$	6,286,061	\$	6,552,967	\$ 6,667,724	\$ 7,028,500				

As the five-year trend shows, the revenues are steady during the period. The main change is the District's decision to invest its reserves into Money Market and local government investment pool called California CLASS.

During the year, the District made earn revenue from capacity and connection fees. These funds are not budgeted as the District does not have a firm commitment from the developer that these funds may be received in any given year. While the funds may be used to determine debt coverage, the funds are to be used for capital projects. On an annual basis the District will report the accounting of these funds.

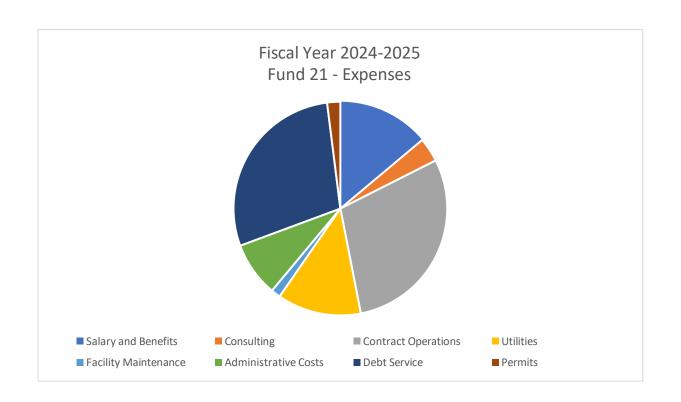
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Most of the funds are generated from a fixed revenue source, the account charge placed on the County property tax bill.

	Five Yea	r Trend - Fun	nd 21 Expens	es	
	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025
	Actual	Actual	Actual	Budget	Budget
Salary and Benefits	604,364	738,791	824,992	1,011,377	872,808
Consulting	211,027	158,910	94,755	298,301	230,000
Contract Operations	1,269,832	1,622,575	1,765,322	1,451,000	1,845,000
Utilities	505,558	563,929	713,172	712,538	798,000
Facility Maintenance	62,689	177,475	320,210	95,000	90,000
Administrative Costs	320,035	388,984	399,457	545,352	520,700
Debt Service	1,206,089	1,092,674	1,786,335	1,799,100	1,799,908
Permits	55,524	51,424	77,712	125,000	125,000
Total Expenses	\$ 4,235,118	\$ 4,794,762	\$ 5,981,955	\$ 6,037,665	\$ 6,281,416

Over the five-year period, the cost of wastewater operations increased in contract operations and utilities. The District is currently in contract negotiations for contract operations and is looking at an energy-saving project to try and mitigate cost increases in electricity. In addition, the 2022 debt issuance for the denitrification project, necessary to meet permit requirements, caused an increase in debt service.



Salary and Benefits	872,808	14%
Consulting	230,000	4%
Contract Operations	1,845,000	29%
Utilities	798,000	13%
Facility Maintenance	90,000	1%
Administrative Costs	520,700	8%
Debt Service	1,799,908	29%
Permits	 125,000	<u>2%</u>
Total Expenses	\$ 6,281,416	100%

FUND DETAIL

Fund 21- W Wastewater		Fiscal Year 2 2023-2024	Fiscal Year 2022-2023 Budget Fiscal Year 2023-2024						
		Actual	Budget	Projected	Budget	Budget			
21-31-5101	SEC Collections Wastewater	6,182,320	6,134,148	6,277,971	6,228,622	6,486,500			
21-31-5149	Developer Reimbursements/Deposits	-	-	5,000		10,000			
21-31-5151	Grant	-	-	4,303	-	-			
21-31-5195	Interest Income	78,415	-	370,000	247,500	400,000			
21-31-5243	Other	32,804	10,000	50,000	10,000	10,000			
21-31-6015	Sewer Charge – Commercial	116,124	157,000	120,000	157,000	120,000			
21-31-6030	Connection Fees CIP	700	10,000	700	200	-			
21-31-6045	Capacity Fee CIP	140,844	65,000	89,628	24,000	-			
21-31-6046	Permit Fee	-	5,000	-	200	1,000			
21-31-6047	Inspection Fee	1,760	5,000	1,120	200	1,000			
	Subtotal - Revenues	6,552,967	6,386,148	6,918,722	6,667,722	7,028,500			

Fund 21- Wastewater Wastewater Expenses		Fiscal Year 2 Budget	022-2023	Fiscal Yea	ar 2023-	Proposed FY 2025
	•	Actual	Budget	Projected	Budget	Budget
21-41-7000	Salary and Wages	649,333	718,553	725,000	759,451	687,008
21-41-7001	Overtime	42	2,000	-	2,000	-
21-41-7003	ER Taxes	87,981	71,855	55,000	75,945	60,800
21-41-7030	Group Insurance	122,583	180,000	125,000	150,000	140,000
21-41-7045	Workers Comp	27,712	28,800	30,440	28,980	38,000
21-41-7060	457 Plan	36,670	45,000	35,000	45,000	22,000
21-41-7075	Reimbursement of Wages	(9,000)	-	-	-	-
21-41-7105	Reimbursement of Insurance	(97,452)	(50,000)	(50,000)	(50,000)	(75,000)
21-41-7150	Temporary Employees	59,966	5,000	-	5,000	3,000
21-41-7165	BOD Compensation	17,940	22,500	15,000	22,500	15,000
21-41-7180	Training Conferences Travel	15,596	30,000	15,000	30,000	20,000
21-41-7181	Travel & Meetings – BOD	-	-	2,000	-	5,000
21-41-7210	Dues and Subscriptions	-	2,600	-	1,000	-
21-41-7225	Memberships	7,353	12,000	8,000	12,000	8,000
21-41-7255	TODB Sponsored Events	-	10,000	2,369	10,000	1,000
21-41-7271	Consulting Services	45,521	156,300	50,000	186,300	140,000
21-41-7272	Water Service Contract	1,084,463	1,079,000	1,111,000	1,111,000	1,260,000
21-41-7280	Veolia Pass Through Expenses	680,859	240,000	360,000	340,000	585,000
21-41-7286	Legal – General	28,220	100,000	40,000	75,000	50,000
21-41-7288	Legal – Litigation	-	10,000	-	10,000	10,000
21-41-7301	Annual Audit Service	21,015	22,000	27,000	27,000	30,000
21-41-7316	Election Expense	7,958	10,000	-	10,000	7,900
21-41-7317	Advertising	478	3,000	1,000	3,000	-
21-41-7319	Internet Website	3,456	-	8,000	3,600	-
21-41-7345	Communications and Notice	212	3,600	2,000	3,600	2,000
21-41-7361	Telephone – General	10,165	15,000	9,000	15,000	22,000
21-41-7362	Telecom – Networking	14,930	15,000	12,000	18,000	11,000
21-41-7363	Telephone – cellular	5,016	6,000	4,000	6,000	-
21-41-7376	Construction Material Repair	11,807	3,000	-	3,000	-
21-41-7392	Vehicle & Equipment – Fuel	4,298	7,500	5,000	7,000	5,000
21-41-7393	Vehicle & Equipment - Sup & Rep	3,390	30,000	2,000	10,000	10,000

TODB Fiscal Year 2024-2025 55 | P a g e

Fund 21- W	astewater	Fiscal Year 2 Budget	022-2023	Fiscal Ye	ar 2023-	Proposed FY 2025
Wastewater	Expenses	Actual	Budget	Projected	Budget	Budget
21-71-7406	General Repairs	192,736	75,000	450,000	75,000	75,000
21-41-7409	Info System – Maintenance	41,370	40,000	34,000	45,000	51,000
21-41-7410	Equipment Maintenance	6,266	5,400	1,000	5,400	2,000
21-41-7411	Software Hosting	19,618	17,400	14,000	14,000	-
21-41-7412	Computer Equipment & Supplies	2,222	6,000	1,000	6,000	-
21-41-7413	Miscellaneous Small Tools	6,875	3,000	3,000	2,000	3,000
21-41-7414	Equipment Repair	3,954	600	3,500	2,000	-
21-41-7415	Computer Software	4,397	1,500	1,500	3,000	-
21-41-7421	Cleaning Supplies	176	1,500	-	-	-
21-41-7424	Postage	11,669	10,000	1,000	1,500	1,000
21-41-7425	Office Supplies	1,257	-	6,000	10,000	10,000
21-41-7437	Rent - Public Meetings	19,800	19,800	19,800	19,800	19,800
21-41-7438	Building – Rent	3,103	4,000	-	-	-
21-41-7439	Equipment Rental/Leasing	1,586	2,400	2,000	4,000	2,000
21-41-7440	Landscape Maintenance	35,186	12,000	18,000	2,400	10,000
21-41-7441	Building Maintenance			25,000	14,000	16,000
21-41-7451	Insurance Liability & Property	183,526	184,012	216,423	226,800	270,000
21-41-7466	Permits & Fees	77,712	55,000	55,000	55,000	55,000
21-41-7468	NDPES Permits & Fees	-	70,000	70,000	70,000	70,000
21-41-7469	Personal Protective Equipment	2,203	1,000	2,000	2,000	2,500
21-41-7470	Safety Equipment and Supplies	204	3,000	-	3,000	-
21-41-7481	Utilities/Electrical Cost	698,780	550,424	700,000	700,538	780,000
21-41-7483	Utilities/Waste Cost	14,392	2,000	14,000	12,000	18,000
21-41-7495	Chemicals	-	12,000	-	12,000	-
21-41-7510	Freight		1,000	-	1,000	-
21-41-7526	Miscellaneous Bank Charges	-	1,000	-	1,000	-
21-41-7527	Miscellaneous Services & Supplies	1,692	4,500	2,200	4,500	2,500
21-41-7532	Miscellaneous	8,480	-	-	-	-
21-41-7533	Bad Debt	-	1,000	-	1,000	-
21-41-7534	Special Expense	4,180	2,000	1,500	2,000	2,000
21-41-7536	Debt Service/Operating Transfer Out	1,786,335	1,848,491	1,799,100	1,799,100	1,799,908
21-41-7545	Revenue Collection	3,248	7,000	4,300	7,000	4,000
21-41-7547	Payroll Wire Transfer Fee	402	1,500	10,000	750	10,000
21-41-7549	Public Works – Permits	-	3,500	-	3,500	-
21-41-7550	Property Taxes	11,874	2,000	9,554	2,000	10,000
21-41-7587	Developer Deposit Reimbursement	(1,800)	10,000	5,000	10,000	10,000
	Subtotal – Expenses	5,981,957	5,736,735	6,062,686	6,037,665	6,281,416
	Net Revenues (Loss)	571,009	649,413	856,036	630,058	747,084
	, ,					
	Net Revenues, before Debt Service	2,357,344	2,497,904	2,655,136	2,429,158	2,546,992
	Debt Coverage	1.32	1.35	1.48	1.35	1.42

Based on bond documents, the District needs to maintain debt coverage of at least 1.25. As part of the current rate study, the report will evaluate the necessary rates to pay for operations and capital projects, maintain cash levels and support annual contribution targets for the District's revolving funds. Maintaining cash levels and debt coverage are important to the District's credit rating with S&P who has rated the District AA.

FUND 40

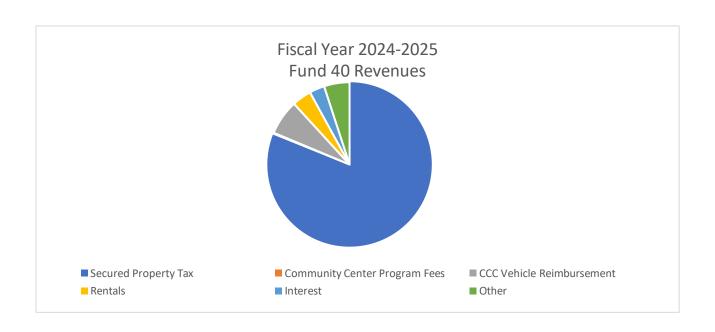
ZONE 8 AND COMMUNITY CENTER

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

Five Year Trend - Fund 40 Revenues										
	1110 1001	Tona Tana I	rtovonaco							
	Actual	Actual	Actual	Budget	Budget					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025					
Secured Property Tax	729,578	763,243	828,881	820,310	851,281					
Community Center Program Fees	1,825	30,218	79,332	54,000	65,000					
CCC Vehicle Reimbursement	61,997	66,129	45,809	60,000	67,000					
Rentals	34,257	39,028	43,767	39,000	40,000					
Interest	26,848	-	17,490	-	75,000					
Other	45,029	83,728	46,362	24,500	38,000					
	\$ 899,534	\$ 982,346	\$ 1,061,641	\$ 997,810	\$ 1,136,281					

The revenue source for Fund 40 is from property tax (75%) which provides stability in the revenue needed to support Zone 8. This revenue is calculated following the GANN limit and is based on the change in per capital personal income and population. This information is provided to the District by the State of California Department of Finance. The amount is estimated at \$851,451 until the information is available.

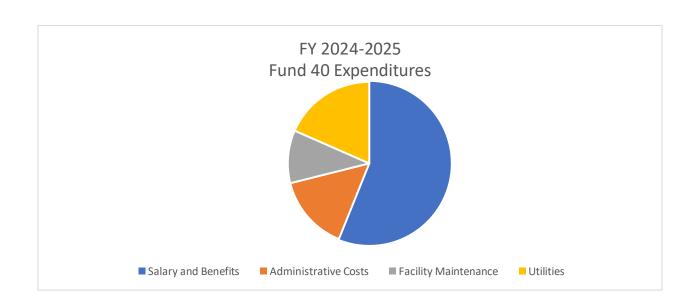
To complement the major source of revenue, Zone 8 does receive a variety of other revenues to help achieve the revenue requirement necessary for the fund. Starting in FY 2024-2025, the District started earning funds on its reserve balances, and this has complimented the District's revenues. The other represents the reimbursement from Contra Costa County for the costs incurred by the District use of equipment to maintain the landscape for the Special Zones (County zones 35, 57, and 61). There has been variability in community center program fees, but the District has been rebuilding the programming since the 2020 pandemic. Rental income includes expected about \$33,000 from the Water and Wastewater operations for the community center to conduct District board and committee meetings.



Five Year Trend - Fund 40 Expenses										
			•							
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025					
	Actual	Actual	Actual	Budget	Budget					
Salary and Benefits	313,300	329,514	457,534	453,778	636,388					
Administrative Costs	73,547	103,526	131,230	159,284	170,300					
Facility Maintenance	144,780	166,329	144,033	142,700	119,000					
Utilities	162,146	182,661	195,334	200,500	209,000					
Total Expenditures	\$ 693,773	\$ 782,030	\$ 928,131	\$ 956,262	\$ 1,134,688					

During the five-year period, costs increased with the increased efforts to support needs and programming for Zone 8. The increase in salary and benefits reflects the additional costs to compensate the labor necessary. For instance, the increase in the minimum wage has impacted the seasonal staff wages over this period along with anticipated longer hours to keep the aquatic programming longer.

Administrative costs include the costs for program instructors which were not as present in Fiscal Year 2020-2021, and there have been some minor increases throughout the other administrative costs for general price increases. Utilities have also increased over this period.



Salary and Benefits	636,388	56%	
Administrative Costs	170,300	15%	
Facility Maintenance	119,000	10%	
Utilities	209,000	18%	
Total Expenditures	\$ 1,134,688	100%	Ī

Fund Detail

Fund 40 - Zo	ne 8	Fiscal Y	ear 2023	Fiscal 2025	Year 2024	Fiscal Year	
		Actual	Budget	Projected	Annual Budget	Budget	
40-31-5106	Current Secured Property Tax	828,881	704,657	837,318	820,310	851,451	
40-31-5148	Advertising Income	700	500	1,500	500	2,000	
40-31-5149	Community Center Program Fees	37,488	40,000	48,000	45,000	65,000	
40-31-5125	Grant Income	-	1,000	5,520	-	-	
40-31-5150	Community Center Events		-	1,500	1,000	4,000	
40-31-5153	Borrowed reserves	-			18,000	14,000	
40-31-5195	Interest Income	14,045	-	-	-	75,000	
40-31-5226	CCC Vehicle Reimbursement	50,889	75,000	38,756	60,000	67,000	
40-31-5243	Other	6,000	6,000	1,501	6,000	2,000	
40-31-6000	Recreation Revenue	74,844		-	-	-	
40-31-6060	Gifts & Contributions (Donations)	7,195	4,000	6,500	-	6,000	
40-31-6080	Community Center Fee	25,000	-	15,000	-	-	
40-31-6695	Rentals	10,767	39,000	41,000	39,000	40,000	
40-31-6999	Community Center Pool Fee	7,467	7,500	10,000	8,000	10,000	
	Subtotal – Revenues	1,063,275	877,657	1,006,595	997,810	1,136,281	

Fund 40 - Zor	ne 8		Fiscal`	Year 2	2023	Fiscal	Year 2024	Fiscal Year 2025
		1	Actual	Вι	udget	Projected	Annual Budget	Budget
40-41-7000	Salary and Wages		261,457		170,000	185,000	149,879	216,531
40-41-7001	Overtime		_		1,000	-	1,000	-
40-41-7003 40-41-7105	ER Taxes Reimbursement of Insurance		-	ļ	-	-	-	19,163 31.395
40-41-7180	Training Conferences Travel		3,428		2,000	1,500	2.500	1,500
40-41-7225	Memberships	+	345		600	462	,	500
40-41-7255	TODB Sponsored Events		-		-	-	5,000	-
40-41-7286	Legal – General		64		1,000	500	1,000	1,000
40-41-7301	Annual Audit Service		2,200		2,200	2,200	2,200	2,500
40-41-7317	Advertising				50	136	50	-
40-41-7361	Telephone – General				600		480	1,200
40-41-7363	Telephone – cellular		1,504		2,000	1,000	1,800	-
40-41-7376 40-41-7392	Construction Material Repair Vehicle & Equipment – Fuel	-	7.849	 	500 10.000	8.000	500 10,200	- 8.500
40-41-7392	Vehicle & Equipment – Fuel Vehicle & Equipment - Sup & Rep		4,866		3,500	3,000	-,	6,500
40-41-7409	Info System – Maintenance		110		800	5,000	800	4,500
40-41-7410	Equipment Maintenance	1	2,508		4,000	7,500	4,500	4,500
40-41-7411	Software Hosting					-	612	-
40-41-7412	Computer Equipment & Supplies		601		150	-	150	-
40-41-7413	Miscellaneous Small Tools		10,612		2,000	2,000	2,500	2,500
40-41-7414	Equipment Repair		11		-	1,000	-	-
40-41-7415	Computer Software		1,052		-	-	300	-
40-41-7421	Cleaning Supplies	1		ļ	500	100	500	-
40-41-7424 40-41-7425	Postage Office Supplies	+	985	1	150 1,000	1,000	1,000	1,000
40-41-7425	Equipment Rental/Leasing	-	2,139	1	2,460	1,500	2.500	2.000
40-41-7440	Landscape Maintenance		66.563	1	45,000	64,000	55,000	55,000
40-41-7441	Building Maintenance		10,510		6,500	10,000	10,700	12,000
40-41-7451	Insurance Liability & Property		5,000		5,000	6,250	6,250	7,500
40-41-7466	Permits & Fees				100	100	102	100
40-41-7469	Personal Protective Equipment		2,696		3,000	3,000	3,000	3,000
40-41-7481	Utilities/Electrical Cost		81,744		93,840	90,000	90,000	90,000
40-41-7482	Utilities/Water Cost		49,282		51,000	52,000	55,000	55,000
40-41-7483	Utilities/Waste Cost		4,908		5,000	4,000		5,000
40-41-7495	Chemicals		-		-	-	1,000	-
40-41-7526 40-41-7527	Miscellaneous Bank Charges Miscellaneous Services & Supplies	_	100	1	500	500	500	500
40-41-7532	Miscellaneous		(1,610)		300	300	300	
40-41-7544	Reimbursement for County Admin	+	(1,010)		500		_	
40-41-7545	Revenue Collection		4,941		5,700	5,609	5,800	5,000
40-41-7549	Public Works – Permits		-		500	-	500	-
40-41-7550	Property Taxes		911		2,000	911	1,000	1,000
40-41-7551	CCC DB Sign Replacement		388		2,000	-	2,000	1,000
40-41-8000	Salary and Wages		196,071		170,000	308,186	182,808	330,539
40-41-8001	Overtime		6		1,000	-	500	-
40-41-8002 40-41-8003	Part-time and Season Staff ER Taxes	-	-		107,882	-	119,591	29,253
40-41-8105	Reimbursement of Insurance				-	-	-	9,507
40-41-8180	Training Conferences Travel		226		1,500	750	2,000	1,500
40-41-8225	Memberships		1,115		1,020	1,200	1,400	1,500
40-41-8255	Donation Expenditures		3,786		41,000	18,000	18,000	14,000
40-41-8256	Events	İ	999		6,530	4,115	6,500	1,500
40-41-8286	Legal – General		2,335		3,500	3,500	3,000	3,000
40-41-8301	Annual Audit Service		1,000		1,000	1,000	1,000	1,500
40-41-8317	Advertising		5,677		5,355	2,150	-,	- 0.500
80-41-8361	Telephone – General	-	2,764	 	3,560 3,000	2,400		6,500
40-41-8362 40-41-8363	Telecom – Networking Telephone – cellular		3,023 831		720	3,000		4,400
40-41-8406	General Repairs	+	-	 	2,040	-	- 830	-
40-41-8409	Info System – Maintenance		-	1	2,000	-	2,000	10,000
40-41-8410	Equipment Maintenance		580	1	800	-	800	500
40-41-8411	Software Hosting		4,385		5,000	5,000		-
40-41-8412	Computer Equipment & Supplies		1,788		500	-	750	-
40-41-8413	Miscellaneous Small Tools		245		500	-	750	-
40-41-8415	Computer Software	-	960	-	500	500		
40-41-8416	Community Center/Pool Equipment Postage	-	2,305	1	- 250	4,000		2,500
40-41-8424 40-41-8425	Office Supplies		- 4,528	1	250 4,080	4,000	250 4,000	4,500
40-41-8440	Landscape Maintenance		23,524	1	15,000	14,000		20,000
40-41-8441	Building Maintenance	+	15,739	 	15,000	13,500		14,000
40-41-8442	Pool Maintenance		11,944		3,060	12,500		14,000
40-41-8451	Insurance Liability & Property	1	6,000		6,000	6,120		7,300
40-41-8466	Permits & Fees		1,167		2,000	1,000		1,000
40-41-8469	Personal Protective Equipment		1,225		1,000	600		1,500
40-41-8470	Safety Equipment and Supplies		359		1,020	300		-
40-41-8481	Utilities/Electrical Cost	<u> </u>	41,112		26,000	40,000		
40-41-8482	Utilities/Water Cost	-	11,791	1	14,000	13,000		13,000
40-41-8483 40-41-8495	Utilities/Waste Cost Chemicals	-	6,496	1	6,000	5,500		
40-41-8495	Miscellaneous Bank Charges	-	8,458 4,276		10,000 3,500	14,000 3,500		15,000 3,300
40-41-8527	Miscellaneous Services & Supplies		4,440	-	510	575		
40-41-8535	Credit Memo		4,010	1	-	-	2,000	4,000
40-41-8543	Program Fees		29,677	1	30,000	27,000	33,750	36,000
40-41-8550	Property Taxes		470	1	500	470		500
	Subtotal – Expenses	1	928,475	9	920,477	961,734	956,262	1,134,688
	Net Revenues (Loss)	\$	134,800	\$ ((42,820)	\$ 44,862	\$ 41,548	

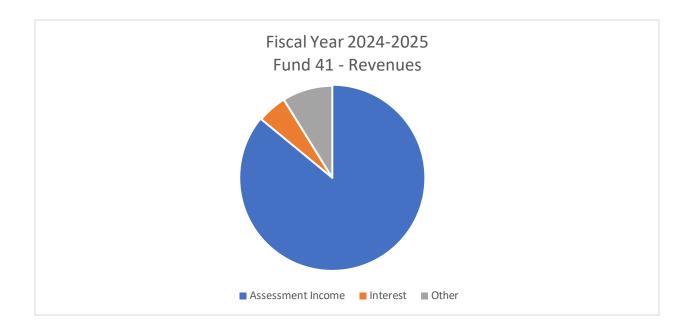
FUND 41

ZONE 9 (Ravenswood)

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

Five Year Trend - Fund 41 Revenues											
	FY	2020-2021	FY 2	021-2022	FY 2	2022-2023	FΥ	2023-2024	FY	2024-2025	
		Actual	A	Actual		Actual		Budget		Budget	
Assessment Income		145,113		150,634		158,161		156,720		170,999	
Interest		-		-		2,539		4,200		10,000	
Other		15,499		20,688		11,452		13,000		17,000	
	\$	160,612	\$	171,322	\$	172,152	\$	173,920	\$	197,999	

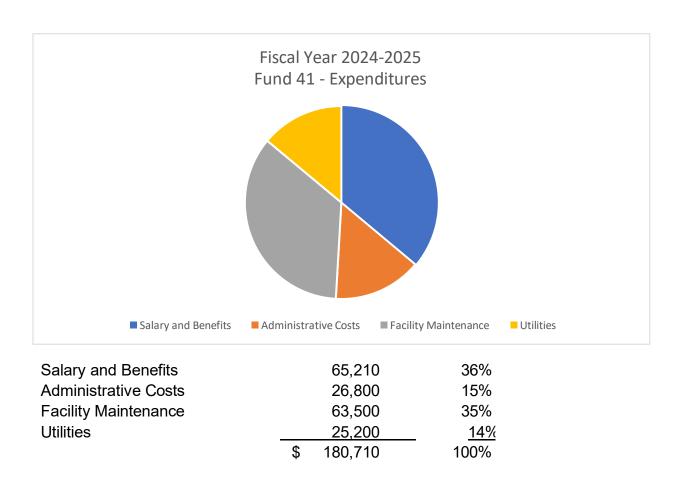
Over the course of the five-year period, there has been a steady small increase that is reflected CPI (Consumer Price Index) increase calculated on the assessment charge. This rate is evaluated as part of the annual process to update the engineer's report. Starting in FY 2024- 2025, the District started earning funds on its reserve balances, and this has complemented the District's revenues. The other represents the reimbursement from Contra Costa County for the costs incurred by the District for the use of equipment to maintain the landscape for the Special Zones (County zones 35, 57, and 61).



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Five Year Trend - Fund 41 Expenses										
	TV.	2020 2021	EV 2021	2022	FY 2022-2023	- FV	2002 2024	EV	2024-2025	
		2020-2021 Actual	Actua		Actual	РГҮ	2023-2024 Budget		Budget	
Salary and Benefits		42,553	28	,027	37,610		60,045		65,210	
Administrative Costs		23,708	25	,507	25,241		26,250		26,800	
Facility Maintenance		29,739	28	,434	56,091		41,750		63,500	
Utilities		20,787	24	,902	22,246		28,600		25,200	
Total Expenditures	\$	116,787	\$ 106	,870	\$ 141,188	\$	156,645	\$	180,710	

The cost increases over the five-year period are the labor costs both internally and through a third-party contractor to ensure that the park and streetscape are appropriately maintained.



Fund Detail

Fund 41 - Z	one 9	Fiscal Ye	ar 2023	Fiscal Ye	ar 2024	Fiscal Year 2025	
		Actual	Budget	Projected	Budget	Budget	
41-31-5120	Assessment Income	158,161	153,647	164,797	156,720	170,999	
41-31-5195	Interest Income	2,539		12,000	4,200	10,000	
41-31-5226	CCC Vehicle Reimbursement	12,722	13,000	18,000	13,000	17,000	
	Subtotal - Revenues	173,423	166,647	194,797	173,920	197,999	
		Actual	Budget	Actual	Budget		
<i>1</i> 1- <i>1</i> 1-7000	Salary and Wages	37,777	46,799	45,000	59,545	53,845	
41-41-7000		31,111	500	45,000	500	33,043	
41-41-7001		-	300	-	300	4,765	
	Reimbursement of Insurance	-	-		<u> </u>	6.600	
	Training Conferences Travel	1,093	1,000		1,000	1,000	
	Dues and Subscriptions	1,093	50	-	50		
	Memberships		400		400	-	
	·	4.000		- 2.200		- 2.200	
	Consulting Services	1,680	2,000	2,200	2,500	2,200	
	Legal - General	688	1,000	-	1,000	1,000	
	Annual Audit Service	2,000	2,000	2,000	2,000	2,500	
41-41-7317	-	-	100	55	100	-	
	Telephone - General	258	500	300	500	2,000	
	Telecom - Networking		700		700	-	
	Telephone - cellular	1,449	1,200	1,000	1,200	-	
	Construction Material Repair		200		200		
	Vehicle & Equipment - Fuel	6,639	6,000	7,500	7,500	7,500	
	Vehicle & Equipment - Sup & Rep	374	2,000	6,500	3,250	6,000	
	General Repairs		100		100	-	
	Info System - Maintenance	110	1,000	-	1,000	2,000	
	Equipment Maintenance	2,713	1,500	1,000	1,500	1,500	
	Computer Equipment & Supplies	656	750	-	750	-	
	Miscellaneous Small Tools	3,493	2,500	1,500	2,500	2,500	
	Equipment Repair		1,250		-	-	
	Computer Software	163		275	-	-	
	Cleaning Supplies		500		500	-	
	Minor equipment/furniture		500		500	500	
41-41-7424			50	-	50	-	
	Office Supplies	430	500	-	500	500	
	Equipment Rental/Leasing	1,428	1,000	500	1,000	1,000	
	Facility Landscape Maintenance	52,194	21,000	44,130	30,000	50,000	
	Building Maintenance	700	1,000	-	1,000	1,000	
	Insurance Liability & Property	3,000	3,000	3,300	3,300	5,000	
	Permits & Fees		500		500	100	
	Personal Protective Equipment	1,841	3,000	3,000	3,000	3,000	
41-41-7481	Utilities/Electrical Cost	635	1,600	1,000	1,600	1,200	
	Utilities/Water Cost	20,019	25,500	22,000	26,000	22,000	
41-41-7483	Utilities/Waste Cost	1,592	3,000		1,000	2,000	
41-41-7527	Miscellaneous Services & Supplies	2	1,000	500	1,000	500	
41-41-7545	Revenue Collection	423	600	423	600	500	
	Subtotal - Expenses	141,356	134,299	142,182	156,845	180,710	
	Net Revenues (Loss)	\$ 32,067	\$ 32,348	\$ 52,616	\$ 17,076	\$ 17,289	

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FUND 50

PUBLIC FINANCING AUTHORITY

The District tracks the bond funds through a separate fund which includes the semiannual debt service payments for the debt incurred to support the District's large capital projects. The principal and interest payments are paid by the water and wastewater funds thereby show incoming revenues equal the outgoing payments.

In addition, the District will track the capital expenditures of the debt proceeds within this fund and upon completion of the project will record the completed project to the respective funds. As these costs are not operating costs, they are not reflected in the operating budget. However, the District has identified these construction proceeds with Section 8 for the discussion on the Capital Projects and provide the debt service repayment schedule.

FUND 60

COMMUNITY CENTER

Starting in FY 2024-2025, the District started earning funds on its reserve balances, and this has complimented the District's revenues. Based on estimated rates expected in the money market and California CLASS, it is estimated these funds will be \$20,000. The funds will help support the programming costs in Fund 40. As the District intends to use the reserves to pay for essential capital projects, it is anticipated that these funds will diminish.



Section 7: CAPITAL IMPROVEMENT PLAN AND FUNDING SOURCE

CAPITAL IMPROVEMENT PLAN AND FUNDING SOURCE

The Capital Improvement Projects for Fiscal Year 2024-2025 are valued at \$13.5 million across all funds. The budgeted projects include funding necessary to properly service, support the essential supply and functions of District operations, continued rehabilitation and replacement of existing wastewater and water facilities and distribution system, equipment purchases, lighting and landscaping projects, enhancements at the Community Center and an administration building.

For the Water and Wastewater operations, the process to determine the necessary investment begins with reviewing existing facilities and determining if the asset condition is reaching the end of useful life. These projects are identified by District staff, third-party contract operator and consultants who assist in overseeing the District's operations. The discussions also lend itself to identifying new projects to meet the demand of the Discovery Bay community and customers. In the determination of these project costs during the current year, the District has assumed an escalation factor of 12% per year. For the landscaping and community center capital projects, the staff reviewed existing records to understand the current state of the projects and made observations to bring forth recommended projects.

Overview of Fiscal Year 2024-2025 Capital Projects

Fund	Project Costs	2022 Debt	Future Debt	PAYGO/Reserves
20 – Water	\$9,185,696	\$4,953,044	\$860,081	\$3,372,571
21 – Wastewater	\$2,931,260	-	-	\$2,931,260
40 – Zone 8	\$1,110,000			\$1,110,000
41 – Zone 9	\$250,000	-	-	\$250,000
Total CIP	\$13,476,956	\$4,953,044	\$860,081	\$7,663,831

In lieu of the actual future debt in place at this time, the District will establish a reimbursement resolution that will allow the future debt to reimburse the District until it is determined the most opportune time to issue.

WATER:

5-YEAR CIP SCHEDULE

Project Name	Total Project Costs as of June 2024	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
		ANTICIPATED CASH FLOW					
CIP for Water Supply Capacity (Source, Treatment and Storage)			(E	PI)			
Well 8 (Bond)	6,778,639	5,553,044		-	-	-	5.553,044
Decommission Well 5A	251,000	-	281,120	-	-	-	281,120
TOTAL	7.029,639	5,553,044	281,120	-	-	-	5,834,164
Upgrades and Maintenance for Existing Water Supply Facilities							
Well 7 Rehabilitation	150,000	-	168,000	-	-	-	168,000
Filter Replacement (Newport Filter A)	310,000	-	-	388,864	-	-	388,864
Stabilization Soils- Willow Lake Water Treatment Plant	100,000	-	-	-	-	157,352	157,352
Well 2 Upgrade Electrical Panel	231,000	-	-	289,766	-	-	289,766
Well 6 Upgrade from SSRV to VFD to Improve Operational Flexibility	250,000	1	i	i	-	393,380	393,380
Gates-Newport & Willow Lake	100,000	-	-	125,440	-	-	125,440
TOTAL	2,896,798	-	168,000	804,070	-	550,732	1,522,802
Water Distribution System/Pipeline Replacements							
Mainline Pipeline	28,669,350	860,081	18,921,771	12,835,268	-	-	32,617,119
Marina Underwater Crossing	682,561	682,561	-	-	-	-	682,561
Newport & Sandpoint Underwater Crossing	3,625,400	-	-	1,250,618	3,692,734	-	4,943,352
TOTAL	32,977,311	1,542,641	18,921,771	14,085,886	3,692,734	-	38,243,032
Additional Capital Improvements - Water Distribution System	& Maintenance						
Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants	60,000	60,000	-	-	-	-	60,000
Willow Lake WTP SCADA Improvements	290,000	-	-	363,776	-	-	363,776
Asset Management Database	63,884	-	71,550	-	-	-	71,550
Cathodic Protection System Improvements	166,727	30,011	153,122	-	-	-	183,133
TOTAL	580,611	90,011	224,672	363,776	-	-	678,459
Other Projects							
Town Administration Building	5,750,000	2,000,000	4,200,000	-	-	-	6,200,000
TOTAL	5,750,000	2,000,000	4,200,000	-	-	-	6,200,000
Annual Total	49,234,359	9,185,696	23,795,563	15,253,732	3,692,734	550,732	52,478,457

As part of the current cost-of-service study, understanding the anticipated future capital projects, the associated costs, and timing with the operating costs with guide the determination of the account charge and metered rates over the next rate cycle. In addition to the above factors, staff evaluated if there are sufficient funds within the revolving funds to pay for the costs, or if future debt is expected. During this five-year period, staff have identified two projects where the issuance of debt would be needed to complete these essential projects. Those projects include the mainline pipeline and the Newport and Sandpoint underwater crossing.

	2022 Debt	Future Debt/	Revolving	Total
		Rates	Funds	
FY2025	\$4,953,044	\$860,081	\$3,372,572	\$9,185,696
FY2026	-	\$18,921,771	\$4,873,792	\$23,795,563
FY2027	-	\$14,085,886	\$1,167,846	\$15,253,732
FY2028	-	\$3,692,734	-	\$3,692,734
FY2029	-	-	\$550,732	\$550,732
Total	\$4,953,044	\$37,560,471	\$9,964,942	\$52,478,457

FUND BALANCE

Fund 20 - Water	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
Revolving Funds					
Water Infrastructure Replacement Fund	200,000	1,418,728	84,982	(682,561)	821,149
Booster Pump Replacement Fund	20,000	256,000	20,000		276,000
Generators Replacement Fund	10,000	120,000	10,000		130,000
Facility Replacement Fund	10,000	126,000	10,000		136,000
Vehicle Replacement Fund	10,000	91,426	10,000		101,426
Total Revolving Funds	250,000	2,012,154	134,982	(682,561)	1,464,575
Reserves					
Emergency Reserves	30% of Revenues	1,674,000			1,674,000
Capital and Connection Fee		2,044,157		(2,000,000)	44,157
Water Distribution Line Replacement		1,032,000			1,032,000
Capital Reserve		=			-
Undesignated		1,401,338		(690,011)	711,327
Total Reserves		6,151,495	-	(2,690,011)	3,461,484
Total Water Funds	\$ 250,000	\$ 8,163,649	\$ 134,982	\$ (3,372,572)	\$ 4,926,059

In review of the District's fund balance for the water fund, the District has several sources of these revenues including annual PAYGO contribution, funds received from developers for the capacity and connection fee, and any net revenues earned above the anticipated annual target. For Fiscal Year 2024-2025, the net revenues fell short of the annual contribution target of \$250,000.

Through the cost-of-service study, the District plans to address the difference, and adjust rates in the next study to provide sufficient funding for the District to achieve its annual contribution. The higher anticipated operating costs were the reason for the shortfall. The District had originally planned to bring recommended rates for Fiscal Year 2024-2025 but deferred the study to gather more information to present the basis and value of future rate increases. This will also address the funding strategy to pay for capital projects through cash or debt.

District staff will be evaluating the annual contribution target to ensure the amounts reflect current estimates of replacement and rehabilitation of the District's capital asset investments.

WASTEWATER:

5-YEAR CIP SCHEDULE

				1	ı	
Project Name	CIP Cost	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
		,	ANTICIPA	TED CASH	FLOW	
			(E:	scalated for a	nticipated CPI)
Annual Wastewater Lift Station Improvements						
Lift Station(s) D 23/24, S 24/25, A 25/26, C 26/27	800,000	200,000	224,000	250,880	280,986	-
TOTAL	800,000	200,000	224,000	250,880	280,986	-
Additional Capital Improvements - Wastewater System & Maintenance						
Plant 2 RAS & WAS Pumping System- Covering Structure Installation	169,560	169,560	-	-	-	-
Belt Press WWTP#2	600,000	-	672,000	-	-	-
Digester Pond WWTP#2	1,200,000	-	672,000	752,640	-	-
	1,969,560	169,560	1,344,000	752,640	-	-
Mainline Piping Replacement						
235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)	250,000	-	280,000	-	-	-
TOTAL	250,000	-	280,000	-	-	-
Other Projects						
Town Administration Building	5,750,000	2,000,000	4,200,000	-	-	-
O&M Manual update after the completion of Denitrification	100,000	100,000	-	-	-	-
TOTAL	5,850,000	2,100,000	4,200,000	-	-	-
Equipment						
Solar Dryer panel replacement A&B then C&D	490,000	161,700	181,104	208,983	0	0
Roller track system (replacing the mole system)	400,000	150,000	280,000	0	0	0
Total	890,000	311,700	461,104	208,983	0	0
Veolia Capital Planning Recommendations						
Replace Newport Village 1, Slifer above ground Pipeline	500,000	0	560,000	0	0	0
Replace Dump Truck Method of Solids Transport or Replace Vehicle	100,000	0	112,000	0	0	0
Gates WWTP#2	100,000	100,000	0	0	0	0
Gate WWTP#1	50,000	50,000	0	0	0	0
Upgrade Remaining Radio Communications to Cell/Net Service	85,000	0	95,200	0		,
Vac Truck Garage/Cover	250,000	0	280,000	0	0	0
Stationary Lift station Generators (Newport & Lakeshore)	175,000	0	196,000	0	0	0
Lakes Village 4 & Lakeshore Village 2 Lift station Rehab and Bypass	607,800	0	680,736	0	0	0
Total	1,867,800	150,000	1,923,936	0	0	0
Annual Total	11,627,360	2,931,260	8,433,040	1,212,503	280,986	0

Like the water CIP, the wastewater projects will be evaluated with the current cost of service study to help guide the needed rates over this period. Based on the current identified projects, the District anticipated the funding source to be as follows:

	2022 Debt	Future Debt/ Rates	Revolving Funds	Total
FY2025	-	-	\$2,931,260	\$2,931,260
FY2026	-	\$2,707,827	\$5,725,213	\$8,433,040
FY2027	-	\$1,012,503	\$200,000	\$1,212,503
FY2028	-	\$80,986	\$200,000	\$208,986
FY2029	-	-	-	-
Total	-	\$3,801,316	\$9,056,473	\$12,857,789

The District has fully spent the 2022 Bonds for the Denitrification project, and no funds remain.

Fund Balance

Fund 21 - Wastewater	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
Revolving Funds					
Wastewater Infrastructure Replacement Fund	200,000	2,550,000	200,000	(411,700)	2,338,300
Collection Pumps & Motors Replacement Fund	30,000	384,000	30,000		
Generators Replacement Fund	15,000	180,000	15,000		195,000
Facility Replacement Fund	15,000	189,000	15,000	(150,000)	54,000
Vehicle Replacement Fund	15,000	117,560	15,000		132,560
Manhole Replacement Fund	100,000	100,000	100,000		200,000
Total Revolving Funds	\$ 375,000	\$ 3,520,560	\$ 375,000	\$ (561,700)	\$ 2,919,86
Reserves					
Emergency Reserves	30% of Revenues	2,108,550			2,108,550
Capital and Connection Fee		384,820		(369,560)	15,260
Capital Reserves		5,490,689	372,084	(2,000,000)	3,862,773
Undesignated		1,268,817			1,268,817
Total Reserves		\$ 9,252,876	\$ 372,084	\$ (2,369,560)	\$ 7,255,40
Total Wastewater Funds	\$ 375,000	\$ 12,773,436	\$ 747,084	\$ @@ (2,931,260)	\$ 10,175,26

In review of the District's fund balance for the wastewater fund, the District has several sources of these revenues including annual PAYGO contribution, funds received from developers for the capacity and connection fee, and any net revenues earned above the anticipated annual target. For Fiscal Year 2024-2025, the anticipated net revenues exceeded the annual contribution target of \$375,000, and those funds are reflected in the capital reserves fund.

For future years, there is a continual draw on reserves or debt anticipated of approximately \$3.8 million which will need to be addressed by the cost-of-service study. The District had originally planned to bring recommended rates for Fiscal Year 2024-2025 but deferred the study to gather more information to present the basis and value of future rate increases. In addition, District staff will be evaluating the annual contribution target to ensure the amounts reflect current estimates of replacement and rehabilitation of the District's capital asset investments.

Zone 8: 5-YEAR CIP SCHEDULE

Project Name	CIP Cost	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	
			ANTICIPATED CASH FLOW				
Landscaping - Streetscape and Parks							
Front Entrance /Wall	175,000	175,000		-	-	-	
Clipper Drive	50,000	50,000	-		-	-	
Willow Lake	40,000	-	40,000			-	
Newport Drive	150,000	-	150,000	-	-	-	
Cornell Park Play Structure	200,000	200,000	-		-	-	
Cornell Park Tennis/Pickleball Court	40,000	-	-	-	-	40,000	
Cornell Park Basketball Court	40,000	-	-	-	-	40,000	
Cornell Park Baseball Field	40,000	-	-		40,000	-	
Total Landscaping	\$ 735,000	\$ 425,000	\$ 190,000	\$ -	\$ 40,000	\$ 80,000	
Community Center							
Building Improvements	625,000	525,000	25,000	25,000	25,000	25,000	
External Storage	90,000	90,000			-	-	
Patio Project	250,000	50,000	200,000	-	-	-	
Pool Equipment	40,000	20,000	5,000	5,000	5,000	5,000	
Tennis courts	50,000	-	50,000	-	-	-	
Pickleball courts	30,000	-	-	-	-	30,000	
Total Community Center	\$ 1,085,000	\$ 685,000	\$ 280,000	\$ 30,000	\$ 30,000	\$ 60,000	
Vehicles							
Truck	35,000	-	-	-	35,000	-	
Tractor	40,000	-	-	-	-	40,000	
Total Vehicles	\$ 75,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 40,000	
Total Zone 8	\$ 1,895,000	\$ 1,110,000	\$ 470,000	\$ 30,000	\$ 105,000	\$ 180,000	

The District funds the capital projects through the annual revenues generated through the property tax. In any given year, the District sets the operating budget to achieve an annual set aside into the District's revolving funds. This allows for sufficient funding to be available in the year of the anticipated capital investment. On occasion, the District may receive funding from developers for a community center fee or a park enhancement fee and will track these costs to show how these funds are being spent.

Fund Balance

	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
		,			
Revolving Funds					
Community Center	45,000	45,000			45,000
Streetscapes/Parks	40,000	176,299		(50,000)	126,299
Vehicle Replacement	10,000	40,000		-	40,000
Total Revolving	\$ 95,000	\$ 261,299	\$ -	\$ (50,000)	\$ 211,299
Reserves					
Undesignated	-	212,256	1,593	(90,000)	123,849
Designated Fund		965,891	=	(900,000)	65,891
Park Enhancement Fee	-	50,540	-		50,540
Community Center Fee	-	70,000	-	(70,000)	-
Emergency Reserves	50% of Annual Operating Revenue	568,140	-	-	568,140
Total Reserves	\$ -	\$ 1,866,827	\$ 1,593	\$ (1,060,000)	\$ 808,420
Total Zone 8	\$ 95,000	\$ 2,128,126	\$ 1,593	\$ (1,110,000)	\$ 1,019,719

Net revenues for the year did not provide sufficient funds to add to the annual target. However, the District is still awaiting the Department of Finance notification of the anticipated ad valorem taxes. Understanding the capital needs of the District and the ongoing operational costs will help the District to evaluate other potential revenue sources so that sufficient funds will be available to cover these costs. The District does have some funds received several years ago that should be used towards parks and recreation projects and the investment made this year at the Community Center and the Discovery Bay front sign will utilize these funds. Lastly, the funds received from developers also fund community and park projects and these amounts are separately tracked to reflect how these are used.

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Zone 9:

5-YEAR CIP SCHEDULE

Project Name	CI	P Cost	F`	Y 24/25	F	Y 25/26	FY	26/27	FY	27/28	FY	28/29
						ANTICIP	ATE	D CAS	SH I	FLOW		
Landscaping - Streetscape and												
Parks												
Ravenswood Park - Splash Pad	•	-		200,000				-		-		-
Ravenswood Park - Solar Lighting		10,000		-		10,000		-		-		-
Ravenswood Park - Greenscape		50,000		-		50,000		-		-		-
Greenway - Lighting		20,000				20,000						
Poe Road		50,000		50,000								-
Total Landscaping	\$	-	\$	250,000	\$	80,000	\$	-	\$	-	\$	-
Vehicles												
Truck		9,000		-		-		-		9,000		-
Tractor		10,000		-		-		-		-		10,000
Total Vehicles	\$	19,000	\$	-	\$; -	\$	-	\$ 9	9,000	\$	10,000
Total Zone 9	\$	-	\$	250,000	\$	80,000	\$	-	\$ 9	9,000	\$	10,000

The District funds the capital projects through the annual assessment fee. In any given year, the District sets the operating budget to achieve an annual set aside into the District's revolving funds. This allows for sufficient funding to be available in the year of the anticipated capital investment.

Fund Balance

,	Annual Target	Balance 06/30/2024 (estimated)	Net Revenues	Uses	Balance 06/30/2025
Revolving Funds					
Park Strutures	25,000	100,000	17,289	(117,289)	=
Streetscapes/Parks	10,000	10,000		-	10,000
Vehicle Replacement	5,000	35,000		=	35,000
Total Revolving	\$ 40,000	\$ 145,000	\$ 17,289	\$ (117,289)	\$ 45,000
Reserves					
Undesignated	-	120,324	-	(82,711)	37,613
Capital Reserves	-	53,160	-	(50,000)	3,160
Emergency Reserves	50% of Annual Operating Revenue	99,000	-	-	99,000
Total Reserves	\$ -	\$ 272,484	\$ -	\$ (132,711)	\$ 139,773
Total Zone 9	\$ 40,000	\$ 417,484	\$ 17,289	\$ (250,000)	\$ 184,773

While the District's net revenue did not provide for the full target, the Assessment District has a cap of on reserves to be 200% of its total operating income. Per the Assessment formation, the Fiscal Year 2024-2025 balance should not exceed \$342,000. The District has approved a capital project that will bring the balance under the cap.

CIP Project Descriptions

Administration Project

Administration Building – Due to regulatory requirements, the District needs to maintain separate access to its Willow Lake treatment plant from its administration building. The location of the current administration building is a mobile unit and could provide direct access to the public to this potable drinking facility. The District has been exploring these options and has narrowed its decision to provide a separate building so that the public may have access to inquire, pay its water bills, or attend meetings. The costs associated with this project are land, sitework and a mobile modular constructed as a building. This project costs will be split between the water and wastewater funds.

Water Projects

Well 8 - The District is currently finalizing design of the Well 8 pump station project which includes the well, pump, an iron and manganese treatment system, sodium hypochlorite feed system, concrete masonry building to house the sodium hypochlorite tank, analyzer, and related equipment. Project also includes a backwash reclaim tank, motor control center, diesel generator, and other general site improvements. Well 8 will provide the TODB with increased water supply reliability to meet the increasing water demands due to construction of new subdivisions.

Well 5A Decommissioning – this well has continued to have electrical conductivity (EC) levels above the secondary Maximum Contaminant Level (MCL) as established by Title 17 and 22 of the California Regulations related to Drinking Water. As such, the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) has agreed to allow the District to decommission the site.

Well 7 rehab - Through the TODB biennial well and pump testing program, the District can track the specific capacity of each well. Decline in specific capacity is typically an indication of clogging in the well screens or gravel pack. This project includes the efforts/costs to rehabilitate two wells if needed.

Newport Filter A - This project consists of the work associated with rehabilitating Filter A at the Newport WTP. Specific project work includes recoating and relining the filter vessel, replacing piping internals, replacing filter media, and testing and startup/commissioning to bring the filter back online to the system.

Stabilization Soils Project - Asphalt pavement cracking and evidence of site subsidence has been observed at the Willow Lake and Newport WTPs as of several years ago. This project includes the scope of work to perform a floor level survey, collect borings, and develop a report with conclusions as to the probable cause of observed settlement/cracking and provided recommendations for stabilizing and repair of the distressed areas, if necessary.

Well 2 Electrical Panel Upgrade - The project consists of the work to replace aging electrical equipment at the Well #2 site.

Well 6 Variable Frequency Drive (VFD) Project - this project is to replace the steady state reduced voltage (SSRV) starter at the Well 6 site with a variable frequency drive (VFD) which will allow operational flexibility to operate the well pump motor at different speeds and as a result the ability to pump at different flow rates through the onsite WTP filters depending on other pumps in operation onsite.

Mainline Pipeline Project - This project consists of abandoning in-place about 8-miles out of about 18-miles of asbestos cement (AC) pipe present in the TODB water system. The 8 miles of AC pipe to be replaced as part of this project is over 50 years old and deteriorating at an advanced rate due to corrosive soils within the TODB footprint. This project will include installation of 8-miles of PVC pipe, valves, fire hydrants, cathodic protection, paving, service connections, etc. This project will also facilitate the abandonment of 5 underwater crossings present in the water system. The remaining approximate 10 miles of AC pipe 40 years of age or less will be replaced as part of a future project as funds are available.

Marina Underwater Crossing - This project adds a Primus Line liner to the existing 8-inch pipe crossing under the surface water body between the Marina Harbor and 5758 Marlin Drive. The existing water main is broken and is currently isolated from the system. This project will return the water main to active service. Also, this project will install a cathodic protection system on the Marina side.

Newport and Sandpoint Underwater Crossing - The project consists of performing an initial feasibility study and replacing the existing 8-inch asbestos cement pipe underwater crossing in Newport Bay from Sand Point Court to Newport Lane with an initially proposed 12-inch HDPE pipe via horizontal directional drilling. The existing underwater crossing is undersized and creates a hydraulic bottleneck for the TODB to move water from east to west or vice versa.

Wastewater Projects

Lift Stations – rehabilitation of lift station of Programming Language Controls (PLC) and control panels

Plant 2 RAS & WAS Pumping System - Covering Structure Installation: This project is to add a weather cover over the RAS pump station at Plant No. 2 to reduce sun and rain wear on the pumps that currently sit outside and unprotected.

Replace Belt Press WWTP#2 - Belt Press No. 1 does not function and is beyond its useful life. Veolia needs to replace it to keep up with the sludge dewatering capacity needed at Plant No. 2.

Digester Pond WWTP#2 - As influent loading is increasing at Plant No. 2, a new digester pond is needed to help digest and equalize solids prior to dewatering.

235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills). The District has had issues with some piping deteriorating when it's associated with a force main breaking to atmosphere. This pipe conveys sewage from the shopping center to Cherry Hills Drive.

Zone 8 Landscape and Community Center Projects

Streetscapes – this project is to replace and refresh the landscaping along roads including Willow Lake and Newport Drive during this five-year period.

Cornell Park – As the cornerstone park, it provides a variety of outlets to enjoy the park. A series of projects are planned to update the playground structure, the baseball field, and courts.

Community Center – the costs associated with this line represent building improvements at the Community Center including electrical panel upgrades, storage, and painting the facility. In addition, funds will be spent on the courts and pool over this period.

Discovery Bay Signage – this project is to replace the worn aspects of main signage as one enters Discovery Bay.

Zone 9 Landscape Projects

Ravenswood Park— The current splash pad has recurring operational issues and is at the end of its useful life. This project is to consider options to replace the existing structure as it is a community favorite.

Streetscapes – this project is to replace and refresh the landscaping along roads including Poe Road during this five-year period.



Section 8: DEBT

DEBT

Public Financing Authority

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

The Town of Discovery Bay, before issuing Revenue Bonds necessary to finance large capital projects, must first become a member of a financing authority.

While there are several financing authorities throughout the state which the District could join and become a member, it is also common for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

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

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise. The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board that governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

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

Based on the official statement and other related bond documents of each of the District's bond transactions, the District does manage its debt management portfolio to ensure that rates are being set to meet the legal debt requirement of 1.25. The District does not issue debt for the governmental funds and therefore does not have a legal debt requirement.

DEBT PROCEEDS

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

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

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

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

In 2022 the District issued its third Municipal bond for \$16,860,000. The projects under this bond are listed below: * investors paid a premium for these bonds, variance between \$16,860 and \$18.0M. Wastewater fees have been expended as of June 2024.

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

Bond Balance 6/30/2024

Trustee	Bond	То	tal Balance (Est)
US Bank	2022B (2012)	\$	10,768,000
US Bank	2017	\$	7,640,000
US Bank	2022	\$	16,400,000
Total		\$	34,808,000

Water Only

Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$1,144,000
US Bank	2017	\$ 600,000
US Bank	2022	\$4,555,000
Total		\$6,299,000

Wastewater Only

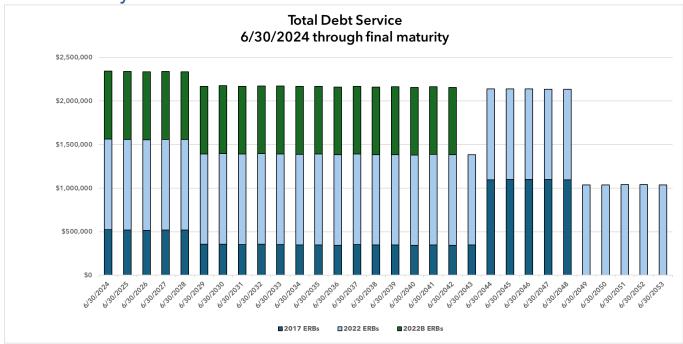
Trustee	Bond	Total Balance (Est)
US Bank	2022B (2012)	\$9,624,000
US Bank	2017	\$7,040,000
US Bank	2022	\$11,845,000
Total		\$28,509,000

Debt Service Payments

	Debt Service	Schedule - Combined	
FYE	2017 ERBs	2022 ERBs	2022B ERBs
6/30/2024	\$522,769	\$1,039,500	\$780,001
6/30/2025	\$518,194	\$1,041,625	\$779,381
6/30/2026	\$517,194	\$1,038,125	\$780,230
6/30/2027	\$520,569	\$1,039,000	\$779,530
6/30/2028	\$518,319	\$1,039,125	\$778,299
6/30/2029	\$355,169	\$1,038,500	\$776,537
6/30/2030	\$356,269	\$1,042,000	\$779,156
6/30/2031	\$352,769	\$1,039,625	\$776,155
6/30/2032	\$354,694	\$1,041,375	\$777,534
6/30/2033	\$351,478	\$1,042,125	\$780,170
6/30/2034	\$348,131	\$1,041,875	\$780,063
6/30/2035	\$349,569	\$1,040,625	\$778,266
6/30/2036	\$345,856	\$1,038,375	\$776,778
6/30/2037	\$351,900	\$1,040,000	\$777,529
6/30/2038	\$347,700	\$1,035,500	\$777,466
6/30/2039	\$348,100	\$1,034,875	\$780,518
6/30/2040	\$343,100	\$1,037,875	\$776,720
6/30/2041	\$347,900	\$1,039,375	\$778,073
6/30/2042	\$342,500	\$1,039,375	\$776,505
6/30/2043	\$346,900	\$1,037,875	
6/30/2044	\$1,095,700	\$1,043,150	
6/30/2045	\$1,098,300	\$1,040,450	
6/30/2046	\$1,099,300	\$1,041,650	
6/30/2047	\$1,098,700	\$1,036,750	
6/30/2048	\$1,096,500	\$1,040,650	
6/30/2049		\$1,039,000	
6/30/2050		\$1,036,500	
6/30/2051		\$1,041,750	
6/30/2052		\$1,039,625	
6/30/2053		\$1,035,250	
	\$13,327,578	\$31,181,525	\$14,788,909

TODB Fiscal Year 2024-2025 81 | P a g e

Debt Maturity Schedule





Section 9: ACRONYMS AND GLOSSARY

ACRONYMS AND GLOSSARY

CIP - Capital Improvement Program

CPI - Consumer Price Index

CY - Calendar Year

FY - Fiscal Year

PAYGO - Pay-As-You-Go

Accrual Basis – The basis of accounting under which transactions are recognized when they occur, regardless of timing of cash receipts and disbursements.

Ad Valorem Tax - An amount based on the value of a transaction or of a property. Generally imposed annually.

Annual Comprehensive Financial Report – An annual report intended to provide interested parties with a broad financial outlook.

Assessment District – a financing mechanism which enables cities, counties, and special districts to organize to aid in the development or improvement of a specific area.

Balanced Budget - A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

Bond Fund – Restricted funds used to pay for capital expenditures.

Budget – A balanced financial plan for a specified period.

Capital Expenditure – Costs incurred that will derive a future benefit and include the acquisition or upgrade of land, equipment, or facilities.

Capital Improvement Program – A multi-year plan identifying capital projects to be funded during the planning period.

Consumer-Price-Index - A measurement of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

Debt Limit - The legal maximum debt permitted by a municipal, state, or national government.

Defeasance – A provision that avoids a bond or loan when the borrower sets aside cash or bonds sufficient to service the borrower's debt.

Debt Coverage – The ratio of annual net income to annual debt service.

Debt Service - Principal and interest payments on bonds or other debt instruments used to finance capital facilities.

Designated Funds - Unrestricted funds that can be used for any lawful purpose at the Board of Directors' discretion.

Effluent – Wastewater or other liquid, partially or completely treated or in its natural state, flowing from a treatment plant.

EMMA – Is the Electronic Municipal Market Access website that served as the official source for municipal securities data and documents for the Municipal Securities Rulemaking Board (MSRB).

Enterprise Fund – An entity with a self-balancing set of accounts established to record the financial position and results that pertain to a specific governmental activity.

Financial Policies – Document approved by the Board of Directors that identifies parameters through which West Basin operates and provides a standard in which fiscal performance can be reviewed.

Fiscal Year – The period the budget applies, July 1 through June 30.

Fund Balance – Represents the difference between assets and liabilities.

Groundwater – Water that has percolated into natural, underground aquifers; water in the ground, not water collected on the surface.

Net Revenues – the difference between revenues and expenses.

Official Statement – A legal statement which serves as the prospectus for a municipal bond. It is a disclosure of the finances surrounding the issue of the municipal bond and is prepared by the local or state government and its legal counsel. It also indicates how investors in the bonds will be repaid.

Pay-As-You-Go – The practice of funding construction expenditures from current operating revenues in-lieu of using debt proceeds.

Potable – Drinkable water. Conversely, non-potable means non-drinkable.

Refunding Revenue Bonds – A bond that retires another bond before the first bond matures. Refunding bonds may be issued for several reasons, but to reduce the cost of funding because of lower interest rates.

Restricted Funds – Funds restricted by a third party, by law, regulation, or contractual obligation.

Revenue Bonds – a municipal bond that guarantees repayment solely from revenues generated from the entity associated with the bonds, rather than a tax. The bonds are issued to construct or expand upon various revenue-generating entities.

Revolving Fund – a fund or account that remains available to finance an organization's continuing operations without any fiscal year limitation because the organization replenishes the fund by funding the account from net revenues.

Standards & Poor's - One of the nationally recognized statistical-rating organizations.

Unrestricted Funds – Funds not restricted by a third party, by law, regulation or by contractual obligation.

Urban Water Management Plan – A report prepared by a water purveyor to ensure the appropriate level of reliability of water service sufficient to meet the needs of its various categories of customers during normal, single dry or multiple dry years. The California Water Management Planning Act of 1983, as amended, requires urban water suppliers to develop a UWMP every five years in the years ending in zero and five.

East County Times

Bay Area News Group 5179 Lone Tree Way Antioch, CA 94531 925-779-7115

2005834

DISCOVERY BAY, TOWN OF COMMUNITY SERVICES DISTRICT 1800 WILLOW LAKE RD. DISCOVERY BAY, CA 94514-9376

PROOF OF PUBLICATION FILE NO. 7/19 Hearing/FY24-25 Budgets

East County Times

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the East County Times, a newspaper published in the English language in the City of Antioch, County of Contra Costa, State of California.

I declare that the East County Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated January 6, 1919, Case Number 8268 and modified January 19, 2006, Case Number N05-1494. Said decree states that the East County Times is adjudged to be a newspaper of general circulation for the City of Antioch, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy. has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

06/05/2024

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California. On this 5th day of June, 2024.

hi Iloyd

Signature

Legal No.

0006830815

NOTICE OF PUBLIC HEARING

June 19, 2024

FISCAL YEAR 2024-2025 REVENUE, OPERATING AND CAPITAL BUDGETS

Notice is hereby given that on Wednesday, June 19, 2024, at 7:00p.m. in accordance with California Government Code section 61110, the Town of Discovery Bay Community Services District ("District") Board of Directors will hold a public hearing at their Regular Meeting to consider adopting a Resolution establishing the adoption of the draft budget for fiscal years 2024/2025.

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

ECT 6830815 June 5, 2024

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: https://cccounty-us.zoom.us/j/87344719204. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open resession items on the agenda are also accessible online at www.contracosta.ca.gov.

1/00 P.M. Convene and call to order

1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.10 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.

3. DISCUSSION ITEMS

D.1

CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives, including an update on annexation discussions with the Rodeo-Hercules Fire Protection District. (Lewis Broschard, Fire Chief)

Attachments: FC REPORT - June 4, 2024

Hospital Transfer of Care Times Charts May 2023 - April 2024

5. CONSENT ITEMS

C.1 ADOPT Resolution No. 2024-9, which supersedes Resolution No. 2021-7, regarding terms and conditions for emergency response within the California Fire Service and Rescue Emergency Mutual Aid System. (100% State)

C.2 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Halcore Group, Inc. (dba American Emergency Vehicles), in an amount not to exceed \$210,100 for the manufacture and sale of one ambulance vehicle and accompanying equipment. (100% CCCFPD EMS Transport Fund)

24-1565

C.3	APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a memorandum of understanding with the Bay Area Urban Area Security Initiative for the sharing of potential security threats information, distribution of equipment, and training pursuant to the Savings the Cities Program, effective upon execution of the agreement and until terminated by either party. (No fiscal impact)	24-1567
C.4	APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Bay Area Tree Specialists in an amount not to exceed \$250,000 for the abatement of exterior fire hazards, for the period July 1, 2024 through June 30, 2027. (100% CCCFPD General Operating Fund)	24-1568
C.5	APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Land Revision in an amount not to exceed \$250,000 for the abatement of exterior fire hazards, for the period July 1, 2024 through June 30, 2027. (100% CCCFPD General Operating Fund)	24-1569
2.6	APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with the California Governor's Office of Emergency Services to extend the term from June 30, 2024 to June 30, 2026, with no change to the payment limit of \$445,000, to provide reimbursement of regional hazardous materials response training costs. (No fiscal impact)	<u>24-1570</u>
C.7	APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with GOGov, Inc., with an initial annual amount of \$9,000 for Citizen Request Management and Code Enforcement subscription services for the initial term May 24, 2024 through May 23, 2025, with the option of automatic annual renewals. (100% CCCFPD General Operating Fund)	<u>24-1571</u>
C.8	APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with TriTech Software Systems in an amount not to exceed \$240,000 for the continued annual maintenance of the District's 911 Computer Aided Dispatch system for the period May 1, 2024 through April 30, 2025. (100% CCCFPD EMS Transport Fund)	24-1572
C.9	APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Harris Blade Rental, in an amount not to exceed \$70,000, for the rental of two motor graders for use in the annual fire trail maintenance program, for the period April 15, 2024 through June 30, 2024. (100% CCCFPD General Operating Fund)	24-1573
C.10	DENY claims filed by Janet Cassell and Felmon Smith.	24-1574
4.	PUBLIC COMMENT (2 Minutes)	
feld	(100% CCCFPD General Operating Fund) DENY claims filed by Janet Cassell and Felmon Smith. PUBLIC COMMENT (2 Minutes)	

Public Information Office

- The PIO office is busy arranging and planning multiple ceremonies. The ribbon cutting ceremony of our Byron Wildland Fire Center is scheduled for 12pm, June 6th at the former Byron Boys Ranch. The traditional fire apparatus "Push-In" ceremony of two of our new ladder trucks are also scheduled in June. Details are below and all ceremonies are open and we welcome the public to attend.
 - Byron Wildfire Center Ribbon Cutting and Media Event
 - June 6, 12pm, Byron Wildfire Center, 4491 Bixler Road, Byron
 - New Truck 92 Push-In Event at Fire Station 92
 - June 18, 9am, 201 John Muir Parkway, Brentwood
 - New Truck 81 Push-In Event at Fire Station 81
 - June 20, 9am, 315 W. 10th Street, Antioch

Rodeo-Hercules Annexation Discussions

- The Rodeo-Hercules Fire Protection District (RHFPD) is looking at annexation as a potential option to provide sustainable and improved levels of service to their community. A lengthy strategic planning process culminated in several RHFPD board meetings over the last 9 months to review options and possible service delivery models.
- At their May 15 board meeting, the RHFPD board voted 4-1 to move forward with discussions regarding the concept of annexation. The RHFPD will be holding town hall meetings on June 18 in Hercules and June 29 in Rodeo to solicit input from the two primary communities served by their district. More information about the town halls is available at www.rhfd.org. Following the town hall meetings, the RHFPD board will bring the discussion of whether to pursue annexation to Contra Costa County Fire to an early July meeting.
- In preparation for the potential of the RHFPD board making a request to annex into the Contra Costa County Fire Protection District, staff has completed or is in the process of completing the following:
 - Fiscal analysis of the anticipated revenues and expenses over a five year period, commencing with July 1, 2025
 - Requested an actuarial analysis to be performed by CCERA regarding impacts to the District's safety pension and unfunded liability
 - Discussions with LAFCO staff regarding timelines and process
 - Drafting of a service plan
 - Assessment of capital apparatus, equipment, and facility needs
 - Assessment of labor impacts, including salary, benefits, and MOU comparison