



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY August 05, 2026 07:00 PM

To Attend In-Person:

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

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

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

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

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

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes

to make their comment. There will be no dialogue between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

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.

- | | | |
|-----|--|---------|
| C.1 | Approve Annual Expense Reimbursement Disclosure Report FY 2025-2026 | Page 5 |
| | Sponsor(s): Alex Cassett, Accounting Technician and Margaret Moggia, Finance Manager | |
| C.2 | Approve Regular Board of Directors DRAFT Meeting Minutes from July 15, 2026. | Page 7 |
| | Sponsor(s): Kelly Rajala, Board Secretary | |
| C.3 | Bi-Monthly Financial Report. | Page 11 |
| | Sponsor(s): Margaret Moggia, Finance Manager | |

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

- D.1 Contra Costa County District III Supervisor Diane Burgis Report
- D.2 Contra Costa County Office of the Sheriff Report
- D.3 California Highway Patrol
- D.4 Contra Costa Contra Fire Protection District

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

- | | | |
|-----|--|---------|
| F.1 | Fiscal Year 2025-2026 Financial Audit Introduction | Page 27 |
| | Sponsor(s): Margaret Moggia, Finance Manager | |

G. DISCUSSION AND POSSIBLE ACTION

- G.1 Discussion and Possible Action to Approve the Capacity and Connection Accounting Report for the Fiscal Year 2025-2026. Page 36
Sponsor(s): Margaret Moggia, Finance Manager
- G.2 Discussion & Possible Action to Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees. Page 39
Sponsor(s): Stephen Griswold, Assistant General Manager
- G.3 Discussion & Possible Action to Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits Page 44
Sponsor(s): Stephen Griswold, Assistant General Manager

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

- J.1 Standing Committee Reports
- a. Internal Operations Committee Meeting (Committee Members Ashley Porter and Lesley Belcher) August 5, 2026.
 - b. Finance Committee Meeting (Committee Members Ashley Porter and Kevin Graves) August 5, 2026.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

- K.1 LAFCO - June 10, 2026 Page 49
Sponsor(s): Kevin Graves

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors on August 19, 2026 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

Meeting Date: August 19, 2026

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

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

- Receive and file.

EXECUTIVE SUMMARY:

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2026 complies with Government Code Section 53065.5. This is an annual disclosure.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Annual Compliance Reimbursements Report for FY 2025/2026

Annual Compliance Reimbursements Report for FY 2025/2026
Government Code Section 53065.5

Date	Name	Reason	Reimbursement Amount
07/10/25	Bryce Huff	Backflow Training Exam	\$340.00
07/10/25	Bryce Huff	Mileage - Backflow Training Exam	\$105.98
09/04/25	Carolyn Graham	Hotel 3 Nights - CSDA Conference	\$885.18
09/04/25	Kevin Graves	Hotel 4 Nights - CSDA Conference	\$1,180.24
04/17/26	Kevin Graves	Hotel 2 Nights - CSDA Legislative Days	\$583.12
09/16/25	Lesley Belcher	Hotel 2 Nights - CSDA Conference	\$590.12
01/13/26	Lesley Belcher	Hotel 3 Nights - Special District Leadership Academy Conference	\$685.11
06/21/26	Margaret Moggia	Airfare Round Trip - TODB Board Meeting & Manager's Retreat	\$369.80
07/10/25	Peter Celaya	Backflow Training Exam	\$486.79
07/10/25	Peter Celaya	Mileage - Backflow Training Exam	\$104.30
09/02/25	Stephen Griswold	Mileage Both Ways - CSDA Conference	\$218.40
10/09/25	Stephen Griswold	Mileage Both Ways - CSDA SDLF Academy	\$282.80
04/09/26	Stephen Griswold	Hotel 2 Nights - CSDA Legislative Days	\$583.12



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
July 15, 2026 07:00 PM**

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

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Director Gutow led the Pledge of Allegiance.

Roll call was taken and all members were present.

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

There were four public speakers.

- Terry Hall - Voiced concerns about dry brush in Discovery Bay and along Highway 4.
- Tracy Kasamoto - Spoke on the efforts to recall Supervisor Diane Burgis.
- Amanda Agoncillo - Sixteen-year-old Discovery Bay resident that is a candidate for Ms. Young Philippines USA.
- Paul Wolfson - A new resident in the community who echoed weed concerns.

C. CONSENT CALENDAR

Moved By Director Ashley Porter

Seconded By Director Carolyn Graham

Motion to approve the Consent Calendar.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

C.1 Approve Monthly Disbursement Report - June 2026

C.2 Approve Regular Board of Directors DRAFT Meeting Minutes from July 1, 2026.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

D.1 Contra Costa County Office of Emergency Services Emergency Operations Plan & Personnel Preparedness Presentation

Assistant General Manager Stephen Griswold introduced Beatriz Portillo, Senior Emergency Planning Coordinator for the Sheriff's Office of Emergency Services.

- Emergency Operations Plan (EOP), outlines how the County organizes and coordinates mitigation, preparedness, response and recovery.
 - EOP serves as the County's emergency Management Plan.
 - Ensures County is in alignment with State and Federal processes.
 - Outlines County Department responsibilities.
- Be Ready, Take Action, Stay Safe
 - Know your risks, needs and stay informed.
 - Register for the Community Warning System.
 - Execute your Communication Plan, grab your emergency kit, and make calls.
 - After disaster you should record damage, visit the County website, and call your insurance provider if necessary.
 - Establish a support network and create a plan for assistance.
- Additional Resources
 - American Red Cross - ARC Preparedness
 - CWSAlerts.com
 - ListosCalifornia.org

E. MUNICIPAL ADVISORY COUNCIL

Director Graham mentioned the County's recent assessment and noticing of weed and tree issues

throughout Discovery Bay.

F. PRESENTATIONS

F.1 Veolia Presentation

Presented by Jeffrey Dobretz of Veolia.

- 1093 safe work days through June 2026.
- Water
 - All wells are online.
 - Filter A at Willow Water Treatment Plant is being evaluated to see if it should be put online.
- Wastewater
 - Average Daily Flow is 1.07 MGD which is 46% capacity utilization.
 - There was one coliform sample that was above the permitted level. This was due to the UV line in the hydraulic system breaking. It has since been fixed.
- Preventative maintenance frequency was discussed.

G. DISCUSSION AND POSSIBLE ACTION

None.

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

General Manager Breitstein and Assistant General Manager Griswold attended the CSDA Contra Costa and Alameda County joint chapter meeting at Diablo Water District in Oakley.

General Manager Breitstein and Assistant General Manager Griswold will be attending the CAPIO/CalOES Emergency Communications Academy on July 21st and 22nd.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

K. CORRESPONDENCE

None.

L. LEGAL REPORT

None.

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

Meeting was adjourned at 7:41 pm.



Kelly Rajala



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Bi Monthly Finance Presentation

Meeting Date: August 5, 2026

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

- Receive and File

EXECUTIVE SUMMARY:

The unaudited results for the fiscal year ending June 30, 2026 are presented with a comparison to budget within the attached presentation. A summary of the key takeaways for each fund is shown below.

- General Fund – Activity with the special zones for the County are reflected within this fund. Staff worked with Contra Costa County to deliver general maintenance for the landscape areas and complete several projects including the Regatta Park in Zone 57, install Weather Trak system in Zone 61, and larger tree cleanup throughout these zones.
- Water Fund – Overall revenues were greater than budget by \$199K, which is largely attributed to the receipt of capacity and connection fees from developers. Expenses were able to stay within budget with savings in several areas offset with higher system maintenance costs. The higher system maintenance costs exceeded the budget due to several emergency leaks throughout the distribution system. Overall, the Water fund had net revenue over expenses of approximately \$487K resulting in debt coverage of 1.91. The net earnings will be set aside for future capital expenditures.
- Wastewater Fund - Overall revenues were greater than budget by approximately \$1.1M, which is largely attributed to the receipt of capacity and connection fees from developers. Expenses were able to stay within budget with savings of about \$700K. Overall, the Wastewater fund had net revenue over expenses of approximately \$2.2M resulting in debt coverage of 2.28. The net earnings will be set aside for future capital expenditures.
- Zone 8 Fund – The favorable net revenues over expenses of approximately \$158K is the result of one-time revenues and savings from deferring certain capital projects. The district received funding from the County of \$150,000 towards the Community Center. A portion of those funds were used for the synthetic turf by the courts, and the remaining portion will be used next year. The district also received funds from a community group to support the conversion of community center courts for pickleball use. In addition, the district also received funds of \$197K from developers towards future capital projects.

- Zone 9 – Anticipated net revenues over expenses were below budget as additional costs were needed by staff and higher utility costs. Overall, net earnings will be set aside for future capital expenditures.

During the fiscal year, the district completed several capital projects that support our infrastructure and community. Those projects include the following:

- Marina Underwater Crossing
- Cathodic Projection
- Village lift stations and PLC upgrades
- Pickleball court conversion
- Synthetic turf at the community center
- Community Center retaining wall

FISCAL IMPACT:

The presentation reflects the unaudited financial results for the fiscal year ending June 30, 2026.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable

ATTACHMENTS:

1. Bi Monthly Presentation

Finance Committee Meeting

August 5, 2026

Financial Results through June 2026

Fiscal Year 2026 Finance Activities
Upcoming Activities



Fiscal Year 2026 Financial Results (General)

	Actual (unaudited) Through June 2026	Budget Through June 2026
County Zone Reimbursements	756,936	272,500
Interest Income / Other	5,478	6,000
Total Revenues	\$762,414	\$278,500
	Actual (unaudited) Through June 2026	Budget Through June 2026
Salary and Benefits	116,796	200,000
Administrative Costs	463	0
Program and Maintenance Costs	40,172	72,500
Special Projects	601,592	0
Total Expenses	\$759,023	\$272,500
Overall, Net Revenues over (Expenses)	\$3,391	\$6,000

Regatta Park Dedication Funds \$286,399
 Other special projects \$315,193



Fiscal Year 2026 Financial Results (Water)

	Actual (unaudited) Through June 2026	Budget Through June 2026
Annual Charge	2,601,548	2,600,300
Meter Installation	337,413	336,000
Interest Income	223,367	257,000
Water Charges	3,009,223	3,066,000
Account Charge Commercial	122,216	107,000
Capacity / Connection Fees	268,520	0
Other	19,650	17,000
Total Revenues	\$6,581,937	\$6,383,300



Fiscal Year 2026 Financial Results (Water)

	Actual (unaudited) Through June 2026	Budget Through June 2026
Salary and Benefits	891,961	1,223,600
Administrative Costs	542,008	498,000
Professional Services	462,485	484,500
Contract Operations	870,934	915,000
Program and Maintenance Costs	44,855	38,000
Permits	66,801	60,000
System Maintenance	1,926,707	1,499,000
Utilities	755,664	900,000
Debt Service	533,959	534,500
Total Expenses	\$6,095,375	\$6,152,600
Overall, Net Revenues over Expenses	\$486,562	\$230,700

Debt Coverage – 1.91

Days Cash on Hand – 249 days



Fiscal Year 2026 Financial Results (Wastewater)

Item C.3

	Actual (unaudited) Through June 2026	Budget Through June 2026
Annual Charge	6,920,956	6,760,000
Sewer Charge	182,598	110,000
Interest Income	421,821	245,000
Capacity / Connection Fees	673,400	0
Other	7,040	12,000
Total Revenues	\$8,205,815	\$7,127,000



Fiscal Year 2026 Financial Results (Wastewater)

Item C.3

	Actual (unaudited) Through June 2026	Budget Through June 2026
Salary and Benefits	580,468	884,300
Administrative Costs	556,532	590,100
Professional Services	180,722	219,500
Contract Operations	1,338,576	1,370,000
Program and Maintenance Costs	35,159	27,000
Permits	64,007	140,000
System Maintenance	564,292	643,000
Utilities	793,009	940,400
Debt Service	1,797,427	1,800,500
Total Expenses	\$5,910,192	\$6,614,800
Overall, Net Revenues over Expenses	\$2,295,623	\$512,200

Debt Coverage – 2.28

Days Cash on Hand – 750 days



Fiscal Year 2026 Financial Results (Zone 8)

	Actual (unaudited) Through June 2026	Budget Through June 2026
Property Tax	910,682	906,400
Community Center Program Fees	46,244	75,000
County Reimburse	101,760	72,000
Rentals	47,496	40,000
Community Center/Park Enhancement Fee	197,225	0
Interest	43,749	51,000
Other / Contributions *	179,186	15,500
Total Revenues	\$1,526,342	\$1,159,900

* County funds of \$150,000 received for Community Center; portion deferred until next year when expenditures is expected.



Fiscal Year 2026 Financial Results (Zone 8)

	Actual (unaudited) Through June 2026	Budget Through June 2026
Salary and Benefits	626,803	673,800
Administrative Costs	75,617	128,800
Professional Services	13,299	10,500
Program and Maintenance Costs	187,833	165,500
Permits	2,454	1,000
Utilities	192,287	207,000
Capital Outlay *	270,428	495,000
Total Expenses	\$1,368,721	\$1,681,600
Overall, Net Revenues over Expenses	\$157,621	\$(521,700)

* Budget reflects anticipated draw on reserves



Fiscal Year 2026 Financial Results (Zone 9)

	Actual (unaudited) Through June 2026	Budget Through June 2026
Assessment Income	173,171	173,100
Interest Income	7,989	11,000
County Reimburse	25,440	18,000
Total Revenues	\$206,600	\$202,100
	Actual (unaudited) Through June 2026	Budget Through June 2026
Salary and Benefits	79,496	63,000
Administrative Costs	17,042	22,600
Professional Services	7,619	5,700
Program and Maintenance Costs	61,117	60,200
Utilities	29,028	24,200
Total Expenses	\$194,302	\$175,700
Overall, Net Revenues over Expenses	\$12,298	\$26,400



FY 2026 Capital Projects

Administration Building

Mobile Modular Building \$ 1,772,391

Water Capital Improvement Projects

Well 8	\$ 6,114,504
Marina Underwater Crossing	\$ 486,408 (Completed)
Cathodic Protection	\$ 159,787 (Completed)
Solar Project	\$ 240,970
Sand Point Underwater Crossing	\$ 255,591



FY 2026 Capital Projects

Waste Water Capital Improvement Projects

Village Lift Station	\$932,080 (Completed)
Lift Station PLC Upgrades	\$169,392 (Completed)
Miscellaneous Projects	\$379,508

Landscape Projects

None currently

Community Center / Parks

* Contribution of \$120K received from DB Recreation and Sports

Pickleball Court Conversion *	\$165,500 (Completed)
Community Center Synthetic Turf	\$ 53,570 (Completed)
Community Center Retaining Wall	\$ 51,538 (Completed)

(Total Costs - \$192,083)



FY 2026 Cash Balances (unaudited)

PORTFOLIO

Cash	\$ 6,407,162
Investments	<u>\$11,607,091</u>
Total Portfolio	\$18,014,253

AVAILABLE CASH BALANCE BY FUND

Claim on Cash – General	\$ 101,561
Claim on Cash – Water	\$ 4,162,133
Claim on Cash – Wastewater	\$12,148,324
Claim on Cash - Zone 8	\$ 1,393,848
Claim on Cash – Zone 9	<u>\$ 208,387</u>
Total by Fund	\$18,014,253



FY 2026 Debt Portfolio

December 1 - Principal and Interest Payment
June 1 – Interest Payment

Item C.3

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,200,000	\$15,860,000	\$9,942,000
All In Total Interest Cost %	3.9281%	4.1924%	3.6837%
Final Maturity	12/1/2047	12/1/2052	12/1/2042



Water Construction Proceeds - \$0.48M
Wastewater Construction Proceeds - \$0M

Fiscal Year 2026 Finance Activities

Completed This Period

- Financial Software Implementation – Fixed Assets
- Fiscal Year 2026-2027 Budget Adoption
- Finalize Zone 9 Engineer's Report

Upcoming/In Progress

- Financial Software Implementation
 - Modules in progress: Municipal Online Payments
- Fiscal Year 2026 Audit
- Financial Modeling and Debt Planning





We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Item F.1

Town of Discovery Bay Community Services District

Audit Planning Discussion

Year ended June 30, 2026

Agenda

- Audit scope and process
- Audit timeline, plan and responsibilities
- New GASB Pronouncements



Scope and Deliverables

Item F.1

Financial statement audit



- Express an opinion in accordance with U.S. GAAP
- Report on internal control over financial reporting and on compliance in accordance with GAS
- Update our understanding of I/C over financial reporting

Communications



- End of audit governance communications
- Internal control communications

Non-audit services



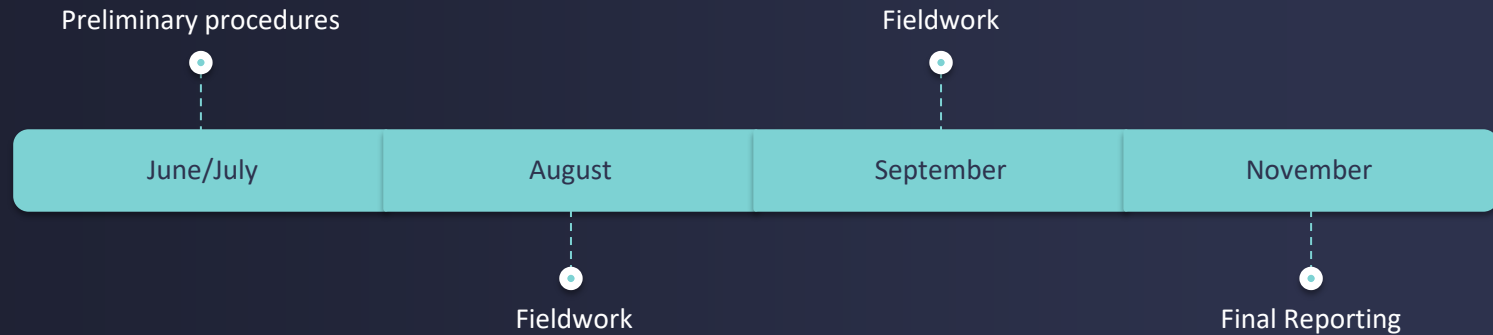
- Proposal of adjusting or correcting journal entries
- Assistance with adopting new accounting standards
- Assistance with Special District Financial Transaction Report



Audit Plan Overview

Item F.1

We use a **collaborative approach**, including seeking input from management and governance, to develop an audit plan focusing on **risk** areas and areas of **significance to organization stakeholders**.



Any items of significance arising warranting communication with governance will be promptly communicated. If you do not hear from us prior to the final audit presentation, everything went as planned and discussed here today.



Responsibilities

Governance

- Strategic direction
- Accountability, including financial reporting

Management

- Internal controls
- Accounting policies
- Management decisions
- Fair presentation of financial statements
- Programs to prevent and detect fraud

Independent auditor

- Opinion on fair presentation of financial statements
- Audit in accordance with GAAS/GAS
- Reasonable, not absolute assurance
- Understanding of internal controls
- Risk based audit approach



Governance Input

Item F.1

Areas of focus?



- Individual accounts
- Transactions
- Processes
- Controls

Other concerns?



- Litigation
- Operations
- Industry trends

Fraud?



- Knowledge of fraud
- Threshold for communication

CLA Contact



Daphnie Munoz
714.795.5474
Daphnie.Munoz@claconnect.com



GASB 103 Financial Reporting Model Improvements



Effective date
June 30, 2026



Impacts financial statement presentation

Updated disclosure guidance for:

- MD&A consistency
- Clearer definition of unusual or infrequent items
- Presentation of proprietary fund statements
- Major component unit information
- Budgetary comparison information

CLA will assist Item F.1 with or evaluate financial statement presentation and disclosure updates



GASB 104 – Disclosure of Certain Capital Assets



Effective date
June 30, 2026

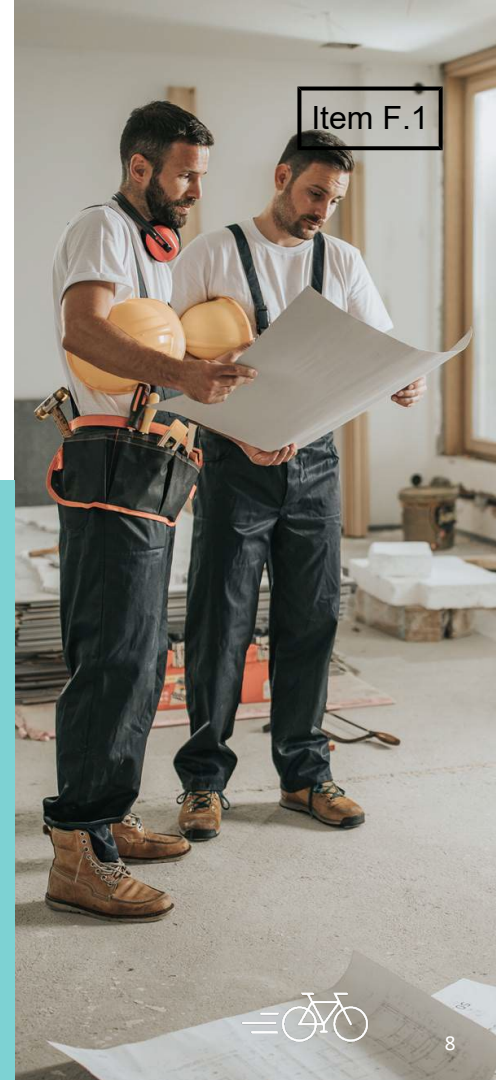


Will clarify how capital assets are disclosed in financials:

- Capital assets held for sale and related pledged debt
- Leased assets
- Subscription assets
- Right to Use PPP assets
- Other intangible assets



CLA
will assist with or evaluate financial statement disclosure updates



GASB 105 Subsequent Events



Effective date
June 30, 2027



Clarifies subsequent event definition and establishes specific note disclosure requirements:

- Subsequent event time frame
- Recognized vs nonrecognized events
- Disclosure of date through which subsequent events were evaluated
- Specific disclosure requirements for nonrecognized events

CLA will assist Item F.1 with or evaluate financial statement disclosure updates





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve the Capacity and Connection Accounting Report for the Fiscal Year 2025-2026.

Meeting Date: August 5, 2026

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

- Approve the Capacity and Connection Accounting Report for Fiscal Year 2025-2026

EXECUTIVE SUMMARY:

Each year, the District is required to prepare a Capacity and Connection Accounting Report that shows fees collected during the fiscal year. The report is due within 180 days of the end of the fiscal year. The report identifies those charges deposited into the District's Capacity and Connection Account, the total balance in the Account, how and when the charges were expended, and a description of all improvements completed or to be completed with the Capacity and Connection Account funds. As of June 30, 2026, the balance of the Capacity and Connection Account as follows

	Water	Wastewater	Total
Balance as of June 30, 2025	\$2,360,785.07	\$1,148,056.00	\$3,508,841.07
Capacity Fees	263,520.00	668,400.00	931,920.00
Connection Fees	5,000.00	5,000.00	10,000.00
Balance as of June 30, 2026	\$2,629,305.07	\$1,821,456.00	\$4,450,761.07
FY 2025-2026 Utilized Fund	0	0	0
Balance as of June 30, 2025	\$2,629,305.07	\$1,821,456.00	\$4450,761.07

For FY 2025-2026, water capacity and connection fees in the amount of \$268,520 and wastewater capacity and connection fees in the amount of \$673,400 were collected. In addition, the District received \$21,000 in Administration and Inspection Fees.

FISCAL IMPACT:

Funds have been designated within the Water and Wastewater funds in the amount of \$2,629,305.07 and \$1,821,456.00, respectively.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable

ATTACHMENTS:

1. Fiscal Year 2026 Report on Capacity and Connection Fees

Town of Discovery Bay

Annual Capacity and Connection Report

For the Fiscal Year Ending June 30, 2026

Customer/Developer	Date of Permit	Permit #	Units	Admin Fees	Water Capacity	Water Connection	WW Capacity	WW Connection
Pulte Homes	6/22/2026	2026-8	8	\$ 3,360	\$ 42,608	\$ 800	\$ 108,072	\$ 800
Pulte Homes	5/20/2026	2026-7	1	\$ 420	\$ 5,326	\$ 100	\$ 13,509	\$ 100
Pulte Homes	4/20/2026	2026-6	4	\$ 1,680	\$ 21,304	\$ 400	\$ 54,036	\$ 400
Pulte Homes	3/20/2026	2026-5	8	\$ 3,360	\$ 42,608	\$ 800	\$ 108,072	\$ 800
Pulte Homes	2/12/2026	2026-4	1	\$ 420	\$ 5,326	\$ 100	\$ 13,509	\$ 100
Pulte Homes	2/11/2026	2026-3	6	\$ 2,520	\$ 31,956	\$ 600	\$ 81,054	\$ 600
Century Communities	2/6/2026	2026-2	4	\$ 1,680	\$ 21,304	\$ 400	\$ 54,036	\$ 400
Pulte Homes	1/23/2026	2026-1	4	\$ 1,680	\$ 21,304	\$ 400	\$ 54,036	\$ 400
Pulte Homes	12/10/2025	2025-14	4	\$ 1,680	\$ 21,304	\$ 400	\$ 54,036	\$ 400
Pulte Homes	10/20/2025	2025-13	2	\$ 840	\$ 10,096	\$ 200	\$ 25,608	\$ 200
Pulte Homes	8/25/2025	2025-12	5	\$ 2,100	\$ 25,240	\$ 500	\$ 64,020	\$ 500
Pulte Homes	7/14/2025	2025-11	2	\$ 840	\$ 10,096	\$ 200	\$ 25,608	\$ 200
Century Communities	7/2/2025	2025-10	1	\$ 420	\$ 5,048	\$ 100	\$ 12,804	\$ 100
			50	\$ 21,000	\$ 263,520	\$ 5,000	\$ 668,400	\$ 5,000



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Action to Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees.

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

- Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees and Resolution No. 2013-01.

EXECUTIVE SUMMARY:

On January 2, 2013, the Board of Directors adopted Resolution No. 2013-01 establishing a 180-day introductory period for newly hired employees. The Board also adopted Policy No. 016, which codified the District's introductory period requirements.

Staff has completed a comprehensive review of the District's Board resolutions and policies to eliminate duplicate or obsolete governing documents. The provisions contained in Resolution No. 2013-01 and Policy No. 016 have since been incorporated into Policy No. 005 (Personnel Manual), which serves as the District's governing document for personnel policies.

Adoption of the proposed resolution will rescind Resolution No. 2013-01 and repeal Policy No. 016, eliminating duplicative governance while maintaining the District's existing 180-day introductory period through the Personnel Manual.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM: N/A

ATTACHMENTS:

1. Resolution No. 2026-11
2. Resolution No. 2013-01
3. Policy 016 Introductory Period for New Employees



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO 2026-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
RESCINDING RESOLUTION NO. 2015-16 AND ELIMINATING
POLICY NO. 024 – USE OF TOWN OWNED EQUIPMENT FOR LOCAL NON-PROFITS**

WHEREAS, on September 2, 2015, the Board of Directors adopted Resolution No. 2015-16, adopting Policy No. 024, *Use of Town Owned Equipment for Local Non-Profits*; and

WHEREAS, Policy No. 024 established procedures governing the use of District-owned equipment by qualifying local nonprofit organizations for community events; and

WHEREAS, the Board of Directors has determined that it is no longer in the best interest of the District to maintain a policy authorizing the use of District-owned equipment by outside organizations due to operational, liability, staffing, and resource considerations; and

WHEREAS, the Board of Directors finds that rescinding Resolution No. 2015-16 and eliminating Policy No. 024 will remove an outdated policy that no longer reflects the District's operational practices.

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

SECTION 1. Resolution No. 2015-16, entitled "*A Resolution of the Board of Directors of the Town of Discovery Bay Community Services District Adopting Use of Town Owned Equipment for Local Non-Profits Policy No. 024*," is hereby rescinded in its entirety.

SECTION 2. Policy No. 024, *Use of Town Owned Equipment for Local Non-Profits*, is hereby repealed and shall no longer have any force or effect.

SECTION 3. The General Manager is authorized to remove Policy No. 024 from the District's Board Policy Manual and make any administrative changes necessary to implement this Resolution.

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

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 5, 2026, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTENTION:

Kelly Rajala
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A 180 DAY INTRODUCTORY
PERIOD FOR NEWLY HIRED EMPLOYEES**

WHEREAS, Town of Discovery Bay Community Services District does not have an established introductory period for newly hired employees; and

WHEREAS, industry "best practices" recommend a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees; and

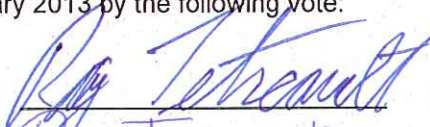
WHEREAS, a 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.

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

SECTION 1. That a newly hired employee's first 180 days of employment are an Introductory Period and is considered a continuation of the employment selection process.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 2nd day of January 2013 by the following vote:

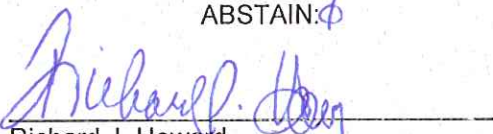


Day Tetreault

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 2, 2013, by the following vote of the Board:

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



Richard J. Howard
Board Secretary

 Town of Discovery Bay		
Program Area: Administrative	Policy Name: Intro Period New Employees	Policy Number: 016
Date Established: January 2, 2013	Date Amended: N/A	Resolution: 2013-01

I. PURPOSE

This policy establishes an introductory period for newly hired employees.

II. AUTHORITY

This has been approved by the District for use in matters regarding new hired employees.

III. GUIDELINES

- Industry “best practices” recommends a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees.
- A 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Action to Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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

- Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits and Resolution No. 2015-16.

EXECUTIVE SUMMARY:

On September 2, 2015, the Board of Directors adopted Resolution No. 2015-16 establishing Policy No. 024, which authorized the use of certain District-owned equipment by qualifying local nonprofit organizations for community events.

Staff has reviewed the District's existing Board policies and determined that Policy No. 024 is no longer necessary and does not reflect the District's current operational practices. The District no longer wishes to maintain a formal program allowing outside organizations to use District-owned equipment.

Adoption of the proposed resolution will rescind Resolution No. 2015-16, repeal Policy No. 024, and remove the policy from the District's Board Policy Manual.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM: N/A

ATTACHMENTS:

1. Resolution No. 2026-10
2. Resolution No. 2015-16 Use of Town Owned Equipment for local Non-Profits
3. Policy 024 Use of Town Owned Equipment for local Non-Profits



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO 2026-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
RESCINDING RESOLUTION NO. 2013-01 AND ELIMINATING POLICY
NO. 16 - INTRODUCTORY PERIOD FOR NEW EMPLOYEES**

WHEREAS, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

WHEREAS, on January 2, 2013, the Board of Directors adopted Resolution No. 2013-01 establishing a 180-day introductory period for newly hired employees; and

WHEREAS, since the adoption of Resolution No. 2013-01, the District has adopted and periodically updated Personnel Policy No. 005 (Personnel Manual), which governs the terms and conditions of employment for District employees; and

WHEREAS, the provisions establishing a 180-day introductory period for newly hired employees have been incorporated into Personnel Policy No. 005 (Personnel Manual); and

WHEREAS, maintaining the same employment provisions in both a standalone resolution and the Personnel Manual is unnecessary and may create inconsistencies if future amendments are made; and

WHEREAS, the Board of Directors finds that rescinding Resolution No. 2013-01 will consolidate employee policies into the District's Personnel Manual without changing the District's employment practices.

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

SECTION 1. Resolution No. 2013-01, entitled "A Resolution of the Board of Directors of the Town of Discovery Bay Community Services District Establishing a 180-Day Introductory Period for Newly Hired Employees," is hereby rescinded in its entirety.

SECTION 2. Policy No. 016, *Introductory Period for New Employees*, is hereby repealed and shall no longer have any force or effect. The rescission shall not eliminate or modify the District's 180-day introductory period, which shall continue to be governed by Personnel Policy No. 005 (Personnel Manual), and may be amended.

SECTION 3. The General Manager is authorized to remove Policy No. 016 from the District's Board Policy Manual and make any administrative changes necessary to implement this Resolution.

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

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 5, 2026 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTENTION:

Kelly Rajala
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPT USE OF TOWN OWNED EQUIPMENT
FOR LOCAL NON-PROFITS POLICY NO. 024**

WHEREAS, This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events; and

WHEREAS, The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town; and

WHEREAS, The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment; and

WHEREAS, The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which are open to the public and for which there is no charge to residents, subject to the operational needs of the District and conditions listed in Policy No 024.

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

SECTION 1. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits is hereby adopted

SECTION 2. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits 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 2nd DAY OF SEPTEMBER, 2015.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 2, 2015, by the following vote of the Board:

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

Richard J. Howard
Board Secretary

 Town of Discovery Bay		
Program Area: Board Policy	Policy Name: Use of Town Owned Equipment	Policy Number: 024
Date Established: September 2, 2015	Date Amended: N/A	Resolution: 2015-16

Purpose of Policy

This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events.

General Criteria

The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town. The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment.

The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which take place within Discovery Bay, are open to the public and for which there is no charge to residents, subject to the operational needs of the District and the following conditions:

- 1) Except for use of the equipment, any costs incurred by the District associated with the provision of equipment (e.g., transportation, labor, etc.) shall be the responsibility of the event organizer;
- 2) The District shall be recognized as an event sponsor through signage or inclusion in any promotional materials distributed before or during the event;
- 3) Event organizer shall furnish proof of insurance in an amount not less than one million dollars (\$1,000,000.00) and naming the District as an additional insured pursuant to Article 24 of District Policy No. 13 *Park Rules and Regulations*.
- 4) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.
- 5) The provision of District equipment shall be at the sole discretion of the General Manager.

In the event additional equipment is requested or if the requested equipment exceeds 48 hours the following fees shall apply:

- 1) That there is a Two-Hour minimum.
- 2) Each additional piece of equipment is \$25/hour, \$25 fuel surcharge (if applicable), \$25 for delivery and \$25 for pick-up.
- 3) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.

JUNE 10, 2026 CONTRA COSTA LAFCO MEETING

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of May 13, 2026, LAFCO meeting minutes
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

SPHERE OF INFLUENCES/CHANGES OF ORGANIZATION

5. *LAFCO 26-01 – Emergency Out-of-Agency Service (OAS) – 8091 Lone Tree Way - Brentwood*
Receive staff report and approve the OAS application

BUSINESS ITEMS

6. **Final FY 2026-27 Budget and Work Plan** - Hearing to consider approving the final FY 2026-27 LAFCO Budget and Work Plan
7. **CALAFCO Updates, Events, and Legislation** – Receive CALAFCO updates and upcoming events

INFORMATIONAL ITEMS

8. *Current and Potential Applications – informational* *DATE*
9. *Correspondence from CCCERA – informational*
10. Commissioner Comments and Announcements
11. Staff Announcements/Newspaper Articles

ADJOURNMENT

NO BIG PLANS OR EXPANSIONS
Next regular LAFCO meeting is July 8, 2026, at 1:30 pm.

LAFCO STAFF REPORTS AVAILABLE AT: http://www.contracostalafco.org/meeting_archive.htm