



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



PLATINUM LEVEL

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

**NOTICE OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 7, 2023, 4:30 P.M.**

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

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/82820740593>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 828 2074 0593

Download Agenda Packet and Materials at [www.todb.ca.gov](http://www.todb.ca.gov)

***Finance Committee Members***

Chair Ashley Porter  
Vice-Chair Carolyn Graham

**A. ROLL CALL**

1. Call business meeting to order 4:30 p.m.
2. Roll Call.

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

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

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Regular Finance DRAFT Meeting minutes of February 1, 2023.
2. Approve Regular Finance DRAFT Meeting minutes of April 5, 2023.

**D. PRESENTATIONS**

**E. UPDATES**

1. Community Center Parking Lot Lighting Update.

**F. DISCUSSION**

1. Discussion on Landscape Funding.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

**H. ADJOURNMENT**

1. Adjourn to the next Standing Finance Committee meeting on August 2, 2023, 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



PLATINUM LEVEL

## SDLF Platinum-Level of Governance

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

### MINUTES OF THE MEETING OF THE STANDING FINANCE COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, February 1, 2023, 4:30 P.M.

#### Finance Committee Members

Ashley Porter  
Carolyn Graham

#### A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and all members were present.

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

None.

#### C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Finance DRAFT Meeting minutes of December 7, 2022.

Chair Ashley Porter made a Motion to Approve the December 7, 2022, Draft Minutes.  
Vice-Chair Carolyn Graham seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

#### D. PRESENTATIONS

None.

#### E. UPDATES

1. Financial Update.

Presented by Finance Manager, Julie Carter.

- First installment of Property Tax payments from the County was received in December 2022. Additional payments will be made in April and June 2023.
- Bond debt payment for principal and interest was made in October 2022. Debt payment in May 2023 will be for interest only.
- Audit fieldwork was completed on November 2, 2022.
- Water Department received \$19,000 in door-hanger and shut-off fees.
- Water Department had a debt service expense of about \$392,000.
- Wastewater Department is at roughly 53% of annual revenue budget.
- Zone #8 collected \$7000 in Community Center Pool fees as of December 31, 2022.
- Zone #9 received approximately \$435,000 in Property Tax funds from the County.
- Tentative date for the Budget Workshop is May 17, 2023, at 3:00 p.m.

#### F. DISCUSSION

1. Discussion Regarding Establishing Chair and Vice-Chair.

Chair will be Ashley Porter. Vice-Chair will be Carolyn Graham.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

**H. ADJOURNMENT**

1. Adjourned at 5:13 p.m. to the next Standing Finance Committee meeting on April 5, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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**MINUTES OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, April 5, 2023, 4:30 P.M.**

**Finance Committee Members**

Chair Ashley Porter  
Vice-Chair Carolyn Graham

**A. ROLL CALL**

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and Chair Ashley Porter was absent.

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

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Regular Finance DRAFT Meeting minutes of February 1, 2023.
  - Unable to approve minutes due to a lack of quorum.

**D. PRESENTATIONS**

1. Financial Update for FY 2022-2023

Presented by Finance Manger Julie Carter.

- The second installment of money from the County will arrive April 19, 2023.
- First month of interest income from Five Star Bank was \$17,000.
- Pantages pulled permits for four lots.
- The 2021-2022 audit is complete.
- There was an increase in water leak repairs and maintenance.
- Pool revenue was \$7,500.

Vice-Chair Graham asked for clarification on how the Pantages community center fee monies could be spent. General Manager Breitstein will investigate the matter.

**E. UPDATES**

None.

**F. DISCUSSION**

1. Community Center Outdoor Lighting.

Presented by Parks and Recreation Supervisor Monica Gallo.

- Two contractors were contacted to assess the lighting needs. One quoted \$1,230. The second contractor verbally stated they could do it for the \$250 service call fee plus \$125/hr. but did not give a quote in writing.

## 2. Community Center Fencing.

Presented by Assistant General Manager Allan Cantando.

- On March 11, 2023, there were trespassers on the Community Center property.
- Staff recommend fencing be replaced to secure the pool area as well as Community Center grounds.
- The cost to fence the south side of the property is \$11,000. The cost to fence the tennis courts could be \$7,000.

## **G. FUTURE DISCUSSION/AGENDA ITEMS**

- Vice-Chair Graham would like to discuss the Employee Retention Act at a future meeting.

## **H. ADJOURNMENT**

1. Adjourned at 4:51p.m. to the next Standing Finance Committee meeting on June 7, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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