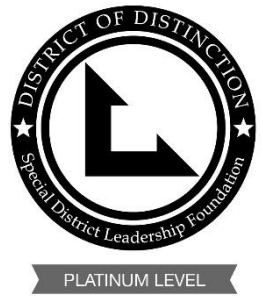




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director- Ashley Porter

**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 7, 2020
STANDING FINANCE COMMITTEE MEETING
3:30 P.M. - 4:30 P.M.**

NOTICE **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

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

Finance Committee Members

*Chair Bill Mayer
Vice-Chair Ashley Porter*

A. ROLL CALL

1. Call business meeting to order 3:30p.m. by Chair Bill Mayer
2. Roll Call- All present except Assistant General Manager Dina Breitstein.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve August 5, 2020 DRAFT Regular Finance Committee Meeting Minutes.
Motion made by Chair Bill Mayer to approve minutes as noted.
Second by Vice Chair Ashley Porter.

D. PRESENTATIONS

1. Finance Update.
Finance Manager Julie Carter provided the committee the Preliminary August 2020 Financial Statement. An update was given regarding Water and Wastewater budgets. Zone 8 financial update was also given. Chair Bill Mayer asked if the Town rents out water meters to construction staff to allow them to use Town water. General Manager Mike Davies confirmed that renting out the water meters to construction personnel is done to charge for the use of Town water.
Finance Manager Julie Carter provided explanation regarding Water and Wastewater expenses. Chair Bill Mayer inquired about a few accounts that had a budget of 40% or more used.
Finance Manager Julie Carter advised the committee that \$75k has been spent on the Denitrification Project, \$30k has been spent on the design of Plant No. 1, and \$8k has been spent on an influent pump.
Chair Bill Mayer asked if Plant No. 1 is still operational and if so, what is the anticipated cost to keep it functional.

He requested to have this information presented at the next Water & Wastewater Committee Meeting. General Manager Mike Davies advised that Assistant General Manager Dina Breitstein has a better understanding of this information. He also advised the committee that the Town has a contract with Veolia which includes maintaining Plant No. 1 in an operational state. Finance Manager Julie Carter continued with the discussion of budget expenses. She mentioned a refund was given to the Town from its Worker's Comp policy. General Manager Mike Davies advised that if any Town employee contracts COVID-19, it creates a rebuttable presumption it is a Worker's Comp claim. Finance Manager Julie Carter advised the committee that there will be a conversation at tonight's Board of Director's Meeting regarding bond payment. Chair Bill Mayer asked if the county has allowed any changes that may affect the Community Center. General Manager Mike Davies replied that Contra Costa County has begun to allow a maximum capacity of 10% for indoor recreational programs. He indicated that the intention is to get the public back into the Community Center as soon as it is safe to do so. Vice-Chair Ashley Porter asked if virtual programming has been mentioned as an option. Recreation Program Supervisor Monica Gallo advised it was an option the Town looked into this in June. However, the county changed its restrictions and then COVID-19 Shelter-In-Place constraints were established. The Finance Statement continued to be discussed with Finance Manager Julie Carter. She advised that the Ravenswood play structure has already been included in the budget. The finance audit will start the second or third week of December 2020.

E. DISCUSSION ITEMS

1. Discuss Cancellation of the December 2, 2020 Finance Committee Meeting.

General Manager Mike Davies discussed the next Finance Committee Meeting scheduled on December 2, 2020. Town staff will be off due to the Thanksgiving Holiday in the week preceding the next scheduled Finance Committee Meeting. General Manager Mike Davies asked for approval to cancel the Finance Committee Meeting. General Manager Mike Davies advised that if a meeting was deemed necessary prior to January 6, 2021, a Special Finance Committee Meeting can be held.

Chair Mayer recommended having a Special Finance Meeting prior to January 6, 2020 to allow Vice Chair Porter the opportunity to further familiarize herself with the process. He requested a presentation be done at a Special Finance Committee Meeting on November 18, 2020 at 6:00 p.m.

General Manager Mike Davies provided a summary of the aforementioned. Town staff will cancel the December 2, 2020 Finance Committee Meeting and a Special Finance Committee Meeting will be held on November 18, 2020 at 6:00 p.m.

2. Discussion Regarding Proposition 68 Funds.

Parks and Landscape Manager Bill Engelman discussed funds available to Town of Discovery Bay through Proposition 68, Parks and Water Bond Act of 2018. The total funds accessible to the Town are \$187,441.00 which require a 20% match from Town funds. These funds are per capita funds and they are non-competitive. The application requirements for the funds include completion of a mandatory workshop which has already been completed. A resolution will need to be passed acknowledging the application for these funds to be submitted at the November 18, 2020 Board meeting. Project will need to be completed by December 2023.

Chair Ashley Porter asked for the requirements to obtain the funds.

Parks and Landscape Manager Bill Engelman advised funds are available for Park Capital Improvement Projects. A resolution will be presented for approval at the November 18, 2020 Board of Director's Meeting which will advise that the Town has applied for the funds.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn at 4:06 p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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

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