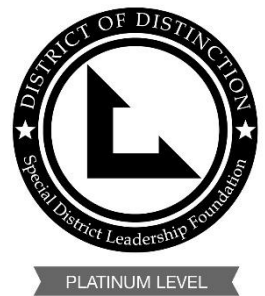




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE SPECIAL MEETING
OF THE FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Tuesday, June 22, 2021
4:00 P.M. – 5:00 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 Kevin Graves

Vice-Chair Bryon Gutow

A. ROLL CALL

1. Call business meeting to order 4:00 p.m. – By Chair Graves
2. Roll Call – All 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 DRAFT minutes of June 2, 2021, Finance Committee Meeting.
Motion made by Vice-Chair Gutow to approve items on the Consent Calendar as presented.
Second by Chair Graves.

D. PRESENTATIONS

E. DISCUSSION ITEMS

1. Discuss Facility and Parks Rental Fee Schedule Revisions.
Recreation Program Supervisor Monica Gallo advised the committee of changes to the Facility and Parks Rental Fee Schedule. The last time the fee schedule was updated was 2019. Changes to the Facility Fee Schedule include modest increases and addition of a fee for scheduling special events. Changes to the Parks Fee Schedule includes amenities at Cornell Park and Ravenswood Park. Rates have also been added for special events at Cornell and Ravenswood Parks. Slifer and Regatta Parks are county owned and will be addressed by Contra Costa County Park and Recreations Department.
Committee asked if it was possible to administer the rental of Slifer and Regatta Parks and ask Contra Costa County to reimburse for Town services.
Committee members asked Recreation Program Supervisor Monica Gallo to research Contra Costa County

fees and compare to Town of Discovery Bay's current adjustment.

General Manager Mike Davies clarified that if any revisions are recommended after the review of Contra Costa County fees, they will be presented to the Park and Recreations Committee and then to the Board for a decision or any adjustments.

Committee members requested clarification of when there would be a reservation necessary and which situations will determine a higher cost versus a lower cost in the price range.

2. Contra Costa County Treasury Moving to Town of Discovery Bay.

Finance Manager Julie Carter updated the committee on the progress of moving Town of Discovery Bay funds from being administered by the Contra Costa County Treasury Department. Having Contra Costa County dispense our funds causes a great delay in paying invoices. Moving the funds inhouse will save the Town money and allow for quicker payments to our business partners. The first step to attain this goal is to create a financial policy for the Town. This process has been completed and is currently being reviewed by Town auditors. The Town will need to assign a Treasurer and with Districts our size, that will usually be assigned to the General Manager via Resolution.

Chair Graves asked if that duty could be assigned to the Town's Assistant General Manager.

Finance Manager Julie Carter advised that is a possibility.

Finance Manager Julie Carter explained to the Committee the charges Contra Costa County bills Town of Discovery Bay for tax roll billing and water and wastewater billing. She advised the next step is to open an account at BAC Bank and have Contra Costa County transfer Town fund into that account.

Chair Graves asked about insurance limits for our funds through Federal Deposit Insurance Corporation. He requested a meeting with a banker at BAC to inquire about the security of Town's financial assets.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 4:42 pm 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."

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