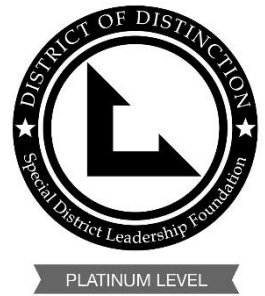




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 5, 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 Robert Leete
Vice-Chair Bill Mayer*

A. ROLL CALL

1. Call business meeting to order 3:30p.m.- By Chair Leete.
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 June 3, 2020 DRAFT Regular Finance Committee Meeting Minutes.
Motion made by Vice-Chair Mayer to approve items on the Consent Calendar as presented.
Second by Chair Mayer.

D. PRESENTATIONS

E. DISCUSSION ITEMS

1. Discussion Regarding Treasury Update.
Finance Manager Julie Carter provided the committee with an update of Town finances. Discussion was had regarding revenue with mention of a grant received from work done on Groundwater Sustainability. Finance Manager Julie Carter went into further discussion regarding preliminary numbers as there are some outstanding invoices. Budgeting for upcoming projects was addressed. Finance Manager Julie Carter states she will soon be working with Town auditors to exchange ideas and streamline the financial process. Chair Leete and Vice-Chair Mayer asked clarifying questions regarding specific accounts. Finance Manager Julie Carter discussed interest from the Town to move the administration of Town funds from the control of Contra Costa County to the Town. First step to start the process is to create a

Comprehensive Financial Policy. In taking control of Town funds we will save administration fees the county collects for any administration of our funds. We would save employee time and resources due to mandatory travel to county offices. This change will also allow the Town to process vendor payments quicker and more efficiently. Finance Manager Julie Carter will generate a Comprehensive Financial Policy from the current individual policies the Town presently has for finance. Finance Manager Julie Carter will bring draft of the Comprehensive Financial Policy for the Committee to review once it is prepared.

Chair Leete asked for a timeframe to complete this task if we proceed with the separation of funds from Contra Costa County.

Finance Manager Julie Carter thinks it will possibly take until the end of the fiscal year.

2. Discussion Regarding Increase in the Denitrification and Wastewater Treatment Plant No. 1 Refurb Capital Project Budget in the Amount of \$850,000 to Install New Rotors at All Three Oxidation Ditches as Part of the Project. Please see [documents](#) attached to the Regular Board Meeting. Water and Wastewater Manager Aaron Goldsworthy presented the Committee with two options as possible solutions to the Town's oxygenation issue. Alternative one will request the Board approve \$850,000 to add diffusers and aeration blowers to each oxidation ditch and keep the current rotors. Approving this alternative will refurbish

Chair Leete and Vice-Chair Mayer requested clarification on questions regarding the budgeting of both alternatives.

General Manager Mike Davies and Finance Manager Julie Carter provided answers for the committee to explain budgeting.

Chair Leete requested an estimate regarding timing process.

General Manager Mike Davies stated District Water Engineer Gregory Harris would like to start the process immediately.

3. Discussion Regarding Redirecting Budgeted Funds Planned for Wastewater Treatment Plant No. 1 Core Process Improvements to a New Oxidation Ditch at Wastewater Treatment Plant No. 2 as Part of the Denitrification Project. Please see [documents](#) attached to the Regular Board Meeting.

Water and Wastewater Manager Aaron Goldsworthy reported to the Committee that redirecting funds planned for Plant No.1 to Plant No. 2 would allow funds to be used for the Denitrification Project. This will minimize the impact of the cost of the Denitrification Project and utilize funds wisely since Plant No. 1 will no longer be used.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn at 4:15 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."

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