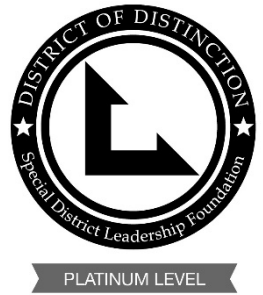




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE SPECIAL MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 21, 2024 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

Finance Committee Members

Chair Carolyn Graham
Vice-Chair Ashley Porter

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 December 6, 2023.

D. UPDATES

1. Update Regarding Potential Assessment District, Community Facilities District, or Homeowner's Association.

E. DISCUSSION

1. Discussion and Possible Feedback Regarding Water and Wastewater Rate Study.
2. Discussion and Possible Feedback to Adopt a New Commercial Card Program.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Finance Committee meeting on April 3, 2024, 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, December 6, 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 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 August 2, 2023.
2. Approve Regular Finance DRAFT Meeting minutes of October 4, 2023.

Vice-Chair Graham made a Motion to Approve the August 2, 2023 and October 4, 2023 Draft Meeting Minutes.

Chair Porter seconded.

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

D. PRESENTATIONS

1. Fiscal Year 2023 Financial Report.

Presented by Finance Manager Margaret Moggia.

- Interest income earned will be allocated across all the funds.
- Water received \$77,272 in interest income.
- Wastewater received \$87,137 in interest income.
- Community Center received \$14,045 in interest income.
- Landscape received \$12,722 in interest income.
- Zone 9 received \$2,539 in interest income.
- Edgeview Drive project was completed in 2023 with an approximate spend of \$158K
- On-going Water projects include Marina Drive, Newport and Willow Filter Repair, and Well 8.
- On-going Wastewater projects include Diffuser Project and the Denitrification Project.
- On-going Landscape projects include Clipper Drive, Parks, and Streetscapes.
- Cash Balances/Reserves at June 30, 2023: Bond Fund (Restricted) \$8.9 Million, Checking \$3.8Million, and Money Market \$18.2 Million.
- Look ahead for 2024: Annual Audit is underway, Prop 68 Grant Submission for Cornell Park, Update Rate Study for Water Rates, and Update of Financial Policies.

E. DISCUSSION

1. Discussion and Possible Feedback Regarding the Capacity and Connection Accounting Report for Fiscal Year 2022-2023.

Presented by Finance Manager Margaret Moggia.

- Capacity and Connection Fees collected FY 2022/2023: \$198,572.00
- Water & Wastewater Account Balance on June 30, 2023: \$2,054,453.07
- Report is filed annually.

2. Discussion and Possible Feedback Regarding Creating an Assessment District.

- Chair Porter asked if the Town could create an assessment district to help fund various projects throughout the Town.
- Staff will consult with Town legal counsel.

F. FUTURE DISCUSSION/AGENDA ITEMS

None.

G. ADJOURNMENT

1. Adjourned at 5:02p.m. to the next Standing Finance Committee meeting on February 7, 2024, 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."

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Town of Discovery Bay

“A Community Services District”

STAFF REPORT

**AGENDA ITEM:
E2**

Agenda Title: Discussion and Possible Feedback to Adopt a New Commercial Card Program.

Meeting Date: February 21, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Discuss the proposed adoption of a new Commercial Card Program.

EXECUTIVE SUMMARY:

Currently, the Town of Discovery Bay has approximately 12-14 commercial cards that are available to use for field supplies, travel, and minor administrative costs, and has allowed staff to make the necessary purchases to keep operations moving forward for the water/wastewater department, landscape, and community center.

Staff are evaluating its Commercial Card Program to find an efficient and cost-effective program and recently met with Umpqua Bank, a CSDA sponsored affiliate, to learn more about their program. To highlight the program for which we can use and scale the program as we chose:

1. Administration – District can set up multiple users who can have different functions (all services – new, cancel, change limits to those that only have reporting role.).
2. Virtual Cards – we can set up virtual cards that we can use at specific vendors or recurring charges and there is also cards that can be assigned for a particular person with limited dollars or time to use (similar to a prepaid card).
3. Third-Party Integration – depending on how sophisticated we want to get we could use for expense management.
4. VISA protection – we receive the benefits from VISA should there be an unauthorized charge or need during travel.
5. Annual Rebate – they offer a 1% rebate on annual spending that can be applied to payment or received as a check; and
6. Growth in program – we can work with the bank on identifying other vendors that we use that could be paid by credit card versus check – this allows us to manage cash flow, adds protection, and also increase our rebate.

Staff is sharing this opportunity with the Committee for their input and plan to bring the draft resolution to a future Board meeting for approval. Upon approval, Umpqua would complete an underwriting to establish the credit limit, build out the program and then the program can be rolled out to staff. It is anticipated the process would take about 4-6 weeks to implement.

FISCAL IMPACT:

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

1. Draft Resolution.
 2. Umpqua Presentation.
-



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2024-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY
SERVICES DISTRICT, AUTHORIZING AGREEMENT WITH UMPQUA
BANK COMMERCIAL CARD PROGRAM**

WHEREAS, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the TOWN OF DISCOVERY BAY and

WHEREAS, the UMPQUA BANK has negotiated with TOWN OF DISCOVERY BAY to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions, and

WHEREAS, UMPQUA BANK requires an application for credit approval, a resolution by the TOWN OF DISCOVERY BAY Governing Board, and TOWN OF DISCOVERY BAY policy and procedures regarding the use of the credit cards; and

WHEREAS, the TOWN OF DISCOVERY BAY has a Standard Practice of procedures for using credit cards as required by the Program,

NOW THEREFORE BE IT RESOLVED that the Governing Board of the TOWN OF DISCOVERY BAY District directs the following actions:

- a. Authorize participation with Umpqua Bank in the Purchasing Card program,
- b. Authorize the application to the Program for credit cards or purchasing cards,
- c. Authorize the Board President to execute any necessary agreements,
- d. Authorize, Financial Manager, or, General Manager, or, Office Manager to add new participants or cancel former employees.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED THIS **Date, 2024.**

Michael Callahan
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 **Date 2024**, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dina Breitstein
Board Secretary

UMPQ-PRIVATE



California Special Districts Association

Commercial Card Proposal

Umpqua Bank | Member FDIC  Equal Housing Lender | NMLS 401867 | SBA Preferred Lender

Our One-Card Solution

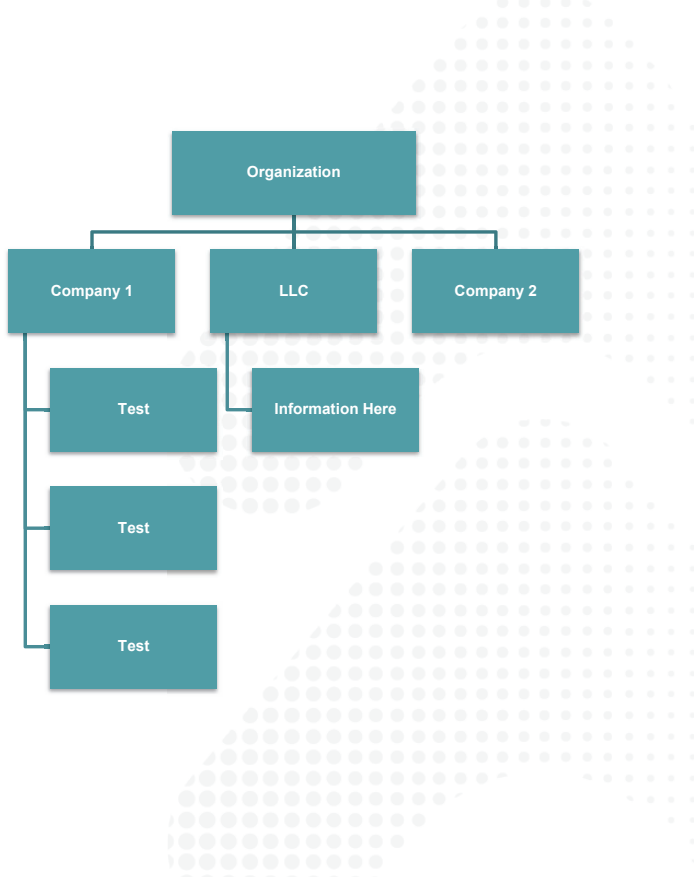
Umpqua Bank Cards can be configured to meet any and all needs in a one card.

Customize Your Company Set-Up

- Travel & Expense Cards (merchant categories can be customized)
- Purchasing Cards (including Virtual Cards if needed)
- Fleet Cards (restricted to only fuel purchases)
- Automated payables & Integrated payment

A direct data feed to most third-party expense solutions is available

Concur, Expensify, Chrome River, and more.



How We Protect You

Visa Liability Waiver

Protect your company against unauthorized use and charges by employees

Up to \$100,000 per cardholder

Our commercial card consolidates the specialized features and benefits of purchasing, travel and fleet cards into one powerful and flexible business tool.

Visa Travel & Emergency Services

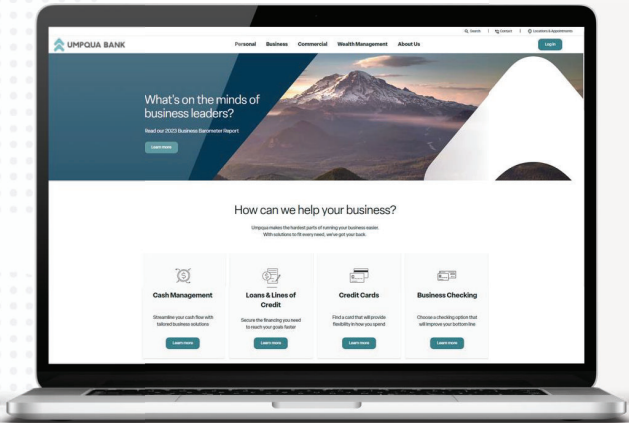
- Emergency card replacement
- Lost luggage assistance
- Auto rental collision waiver
- Travel accident insurance
- Medical & legal referral
- Emergency messaging

Visa Fraud Protection

- Protection against unauthorized charges
- Ability to review and dispute transactions that may be fraudulent or authorized

“It’s no joke that the loss of trust is far more damaging than the loss of money.”
Kelly Paxton, Author

Custom Controls Made for Your Team



With unlimited administrator access, make changes, get updates, and manage data in real-time, whenever and wherever you need it most.

What you can do:

- Manage cardholder limits (temporary or permanent)
- Order new cards
- Dispute transactions (if needed)
- Establish card blocks or close cards
- View statements and transaction details
- View authorizations and pending transactions
- View, sort, customize, and download transaction reports with detail
- Apply Merchant Category Code (MCC) restrictions at company or card level

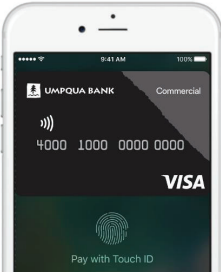
Customize Your Company Set-Up

- Travel and expense cards — merchant categories can be customized.
- Purchasing Cards — including Virtual Cards.
- Fleet Cards —restricted to only fuel purchases.
- Automated payables & integrated payment.



Contactless Card

It's fast and easy to use—just tap and go on applicable card readers. One-time codes ensure each unique transaction is secure. Reduce your contact with people and surfaces.



Mobile Wallet

Easy to shop online and in store with instant approvals and tap-to-go technology. Lighten your pockets! With the mobile wallet, you reduce the need to carry physical cards.



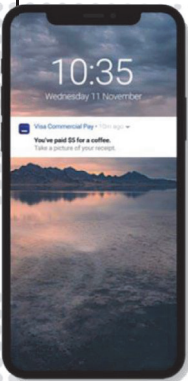
Visa Commercial Pay

Request and deploy virtual cards on-demand. Digitally issue virtual cards to employee and contractor's mobile devices. Centrally manage business travel spend.

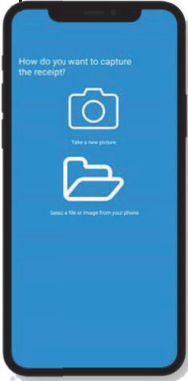
Instant Issue

Virtual cards for vendors, travelers and contractors

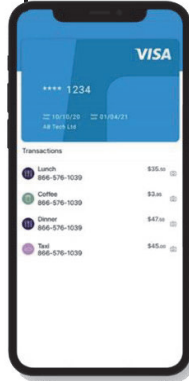
Real-time notifications to remind users to take pictures or their receipts as they spend.



Add a receipt with a picture or forward it from an email.



Review transactions for each card.



Flexibility and Control

- Users can request cards from their phones
- Approvals by default, hierarchy, or combination
- Unique virtual cards sent for single or multi use
- Spend limitations can be set to include transaction, time frame, merchant types
- Capture required coding and receipts via the app
- Control centrally or distribute “pools” of funds to project, department, or task managers
- Company level controls and reporting via web portal

Digital

- Mobile Wallets-Apple Pay, Google Pay, Samsung Pay
- Instant issuance of card to the app
- Push the card to phone wallet for tap to pay functionality (q1 2022)

Single Use & Adjustable Limit Options

Single Use Accounts (SUA)

- Revolving pool of accounts
- Minimum dormancy 90 days
- One to one reconciliation
- Industry best practice

Adjustable Limit Accounts (Lodged Cards)

- Dedicated vendor card number
- Demanded by some vendors

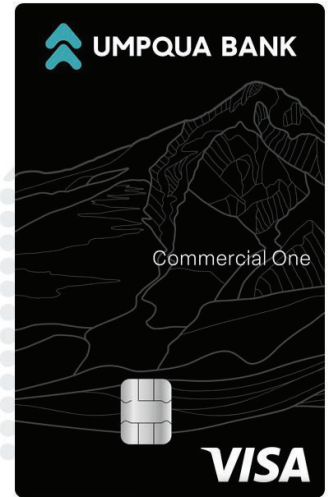
Customized to Your Brand

Create a unique expression of your company and brand by designing your own card from edge to edge.



Benefits

- Excite your teams and create a thoughtful employee experience with branded employee credit cards
- Create brand recognition outside of your organization whenever your team uses the credit card
- Easy to recognize so your employees know they're using the right payment methods at the right time



Revenue Share Opportunity

Umpqua bank offers CSDA members competitive revenue share designed to reward your current activity and achieve your company's growth and implementation goals.

1.00%
Combined annual spend


The revenue is paid annually. Deposited to an Umpqua Bank checking account or credited to commercial card billing account.

UMPQ-PRIVATE



Thank
you.



Umpqua Bank | Member FDIC  Equal Housing Lender | NMLS 401867 | SBA Preferred Lender