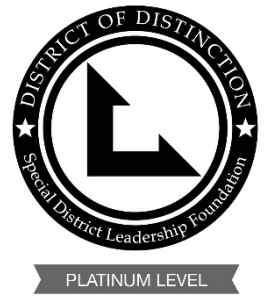




# TOWN OF DISCOVERY BAY

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

**MINUTES OF THE SPECIAL MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, February 21, 2024 4:30 P.M.**

**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 was taken, and all members were present including Director Porter who joined the meeting remotely due to a medical emergency.

**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 6, 2023.

Vice-Chair Porter made a Motion to Approve the December 6, 2023 Draft Meeting Minutes.

Chair Graham seconded.

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

**D. UPDATES**

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

Presented by Assistant General Manager Allan Cantando.

- There would be a \$2500 fee for consultants Harris and Associates to present at a future meeting.
- Assessments are passed by a protest vote 50% + 1 vote.
- Any new assessment would be in addition to existing assessments in Discovery Bay. No assessments would be removed.
- Chair Graham asked if other vendors could be utilized for the study at a lower rate.
- Vice-Chair Porter asked if there were other ways to acquire money for landscaping without the use of assessments.
- Committee requested that Staff get quotes from other vendors for presentations and reports.

**E. DISCUSSION**

1. Discussion and Possible Feedback Regarding Water and Wastewater Rate Study.

Presented by Alison Lechowicz of Lechowicz and Tseng.

- Water & Sewer Rates are subject to Proposition 218.
- Covers rates over a maximum of 5-year period.
- Last rate study was done in 2020.
- New rates would be effective July 1, 2024.

- Lechowicz and Tseng would conduct the rate study as well mail a notice to property owners/tenants.

2. Discussion and Possible Feedback to Adopt a New Commercial Card Program.

Presented by Finance Manager Margaret Moggia.

- Umpqua Bank offers a Commercial Card Program.
- Umpqua Bank is a CSDA affiliated company.
- Umpqua Bank offers a virtual card option.
- Multiple vendors could be moved to a credit card payment to maximize revenue share.

Committee recommends moving item forward to the entire Board of Directors.

Chair Graham asked Finance Manager Margaret to update the committee on status of potential landscape funding as well as budgeting for a multi-year approach.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourned at 5:17p.m. to the next Standing Finance Committee meeting on April 3, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.