



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE SPECIAL MEETING
OF THE FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 4, 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.
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 DRAFT minutes of April 7, 2021 Finance Committee Meeting.

D. PRESENTATIONS

E. DISCUSSION ITEMS

1. Discussion Regarding Changes to the Timing and Reporting of Employee Benefit payments.
2. Discussion Regarding Funding Community Center Pool Landscape and Hardscape Features.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn 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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**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 7, 2021
3:30 P.M. - 4:30 P.M.**

NOTICE **Coronavirus COVID-19**

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Finance Committee Members

*Chair Kevin Graves
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call – All present.

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 DRAFT minutes of February 3, 2021 Special Finance Committee Meeting.
Motion made by Vice-Chair Bryon Gutow to approve items on the Consent Calendar as presented.
Second by Chair Kevin Graves.

D. PRESENTATIONS

1. Finance Update – None.

E. DISCUSSION ITEMS

1. Discussion Regarding Changes to Bylaws of Proposed New Times for Finance Committee Meeting and the Internal Operations Committee Meeting.
For reasons of functionality, General Manager Mike Davies requested Finance Committee Board approve a change in Bylaws to change Finance Committee Meetings. An exchange between the Finance Committee and the Internal Operations Committee would switch the meeting times of each of these meetings.
Motion by Vice-Chair Gutow to amend Bylaws to allow for time change of the Finance Committee Meeting to 4:30 p.m.
Second by Chair Graves.
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0
2. Discussion and Possible Feedback Regarding Funding for Community Center Pool Decking.
Discussion Item E-2 tabled pending discussion with Parks and Recreation Committee.
3. Fiscal Year 2021-2022 Draft Budget Review.
Finance Manager Julie Carter discussed the Preliminary Budget for Fiscal Year 2021-2022. First look at 2022-2023 for review. Water, Wastewater, Zone 8 and Zone 9 Operations and Maintenance Budgets and their Capital Budgets were reviewed and discussed.
Chair Kevin Graves requested to have some of the budget names changed to provided additional clarification of the budget description.
Finance Manager Julie Carter reminded the Committee that there will be a Board Budget Workshop on May 20, 2021.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 4:27 p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 5, 2021

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title:

Discussion Regarding Funding Community Center Pool Landscape and Hardscape Features.

Recommended Action

Recommend to the Board of Directors to approve funding for Community Center landscape and hardscape improvements as represented in Exhibit A in the amount of \$90,000 plus 15% contingency.

Executive Summary

On April 21, 2021, a Special Park and Recreation Committee ("PRC") was held to discuss whether the Community Center Pool lawn landscaping should be upgraded. The PRC made the following recommendations:

- 1) All green space be artificial turf. Grass requires long term care and watering, and debris blows into the pool.
- 2) The walkway between the community center needs to be widened to improve wheelchair access:
 - a. Move the westside pool fencing inward.
 - b. Widen the cement walking path with additional concrete.
 - c. Reseed grass between the walking path and new fence line.
- 3) Widen the existing ADA pathway with concrete.

Additional cost to project is estimated at \$90,000 plus a 15% contingency for a total of \$103,500. Staff has reviewed the current budget for Zone 8 and recommends that Hofmann monies be used to fund the improvements.

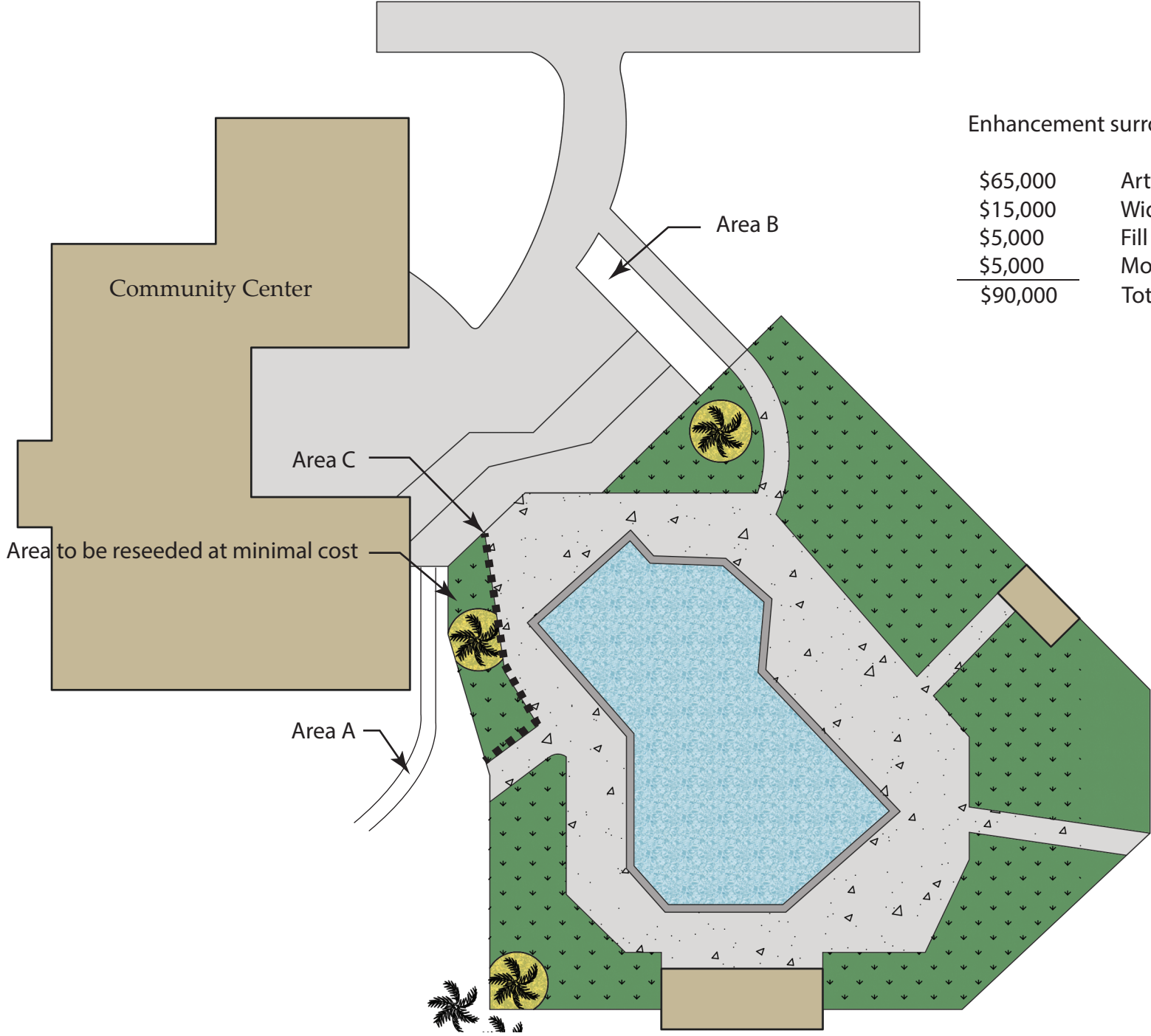
The current pool refurbishment budget has about \$25,262 remaining for contingencies. Should any of this contingency remain after completion of the pool project, staff recommends spending this money on replacing/repairing concrete areas as needed around the pool.

End.

Attachments

Exhibit A: Pool Landscape and Hardscape Modifications and Associated Costs

AGENDA ITEM: E-2



Enhancement surrounding existing decking

\$65,000	Artificial turf (green area)
\$15,000	Widen walk nearest building (Area A)
\$5,000	Fill in area near ADA walk (Area B)
\$5,000	Move fence (Area C)
<hr/>	
\$90,000	Total Project Funding Required

N
1"=30'

