**A close up of a logo

Description automatically generated**

SDLF Platinum-Level of Governance

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

# TOWN OF DISCOVERY BAY *A COMMUNITY SERVICES DISTRICT*

**NOTICE OF THE MEETING**

**OF THE FINANCE COMMITTEE**

**OF THE TOWN OF DISCOVERY BAY**

**Wednesday February 2, 2022, 4:30 P.M.**

**NOTICE**

**Coronavirus COVID-19**

**In response to the current proclaimed State of Emergency, indoor masking requirements, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.**

**To accommodate the public during this period of time that the Board’s Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.**

**TO ATTEND BY WEBINAR:**

**Please register for the Finance Committee Meeting by:** (*copy and pasting into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)*

**Registration URL:** <https://attendee.gotowebinar.com/register/7426229497990883853>

**Webinar ID#** 373-494-235

**After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.**

**For listen only mode dial:**(631) 992-3221 **ID#** 854-539-126

**Download Agenda Packet and Materials at** http://[www.todb.ca.gov/](http://www.todb.ca.gov/)

***Finance Committee Board Members***

*Chair Kevin Graves*

*Vice-Chair Bryon Gutow*

**A. ROLL CALL**

1. Call business meeting to order 4:30 p.m. by President 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.None.

**D. PRESENTATIONS**

1. Presentation Regarding the Capacity and Connection Fee Study by Katherine Tseng, Leochowicz & Seng Municipal Consultants.

* Reviewed Current Capacity and Connection Fee Study, methodologies, decrease in water and sewer demand 2014-2021, and EDU amount of water and sewer used by typical single family residential customer. This study a 20 year horizon was used to the year 2041.
  + Current and Proposed Capacity Fees; Total 7% increase. Regional survey shows Discovery Bay as having median level capacity fees, both currently and proposed. The reason for this study is to justify fair costs.
  + Sewer Denitrification Project Cost (affects sewer / wastewater capacity fee). So, when inquiring why the fee is so much higher for water, we have to consider the denitrification project ($20M). The total proposed Water Capacity Fee per EDU is $5,233. The total proposed Wastewater Capacity Fee per EDU is $12,804.

President Graves recommendation to accept the Capacity Fee Study, 2nd by: Director Gutow.

1. Presentation Regarding the District’s Financial Update by Finance Manager, Julie Carter.

* Unaudited financials as of December 2021; received the 1st installment from the tax role from the County in December 2021 for water and wastewater account charges, half of Zone 9 assessment and taxes for Zone 8.
  + The 2020-2021 audit is almost complete. We completed filing on Monday as required by the State and we’re in good standing.
* The treasury transfer is in the County’s hands, transfer is approximately end of Q1 end of March 2022.
* Kick-off meeting for the financing round for the bonds occurred last week with the Consultants.
* Water Department received a little over half our funds from the County. The revenue is at 54% of budget and expenses are at 47% of budget.
* Wastewater is 53% of budget revenue; Most revenue comes from account charges. There was a mis-match in our debt service between water and wastewater that was discovered in audit we’re fixing it in the next budgeting cycle.
* Zone 8 revenue is 61%. We received an EBRP Grant of $68K to reimburse the Town for last year’s expenses of the Pickleball Court.
* Zone 9 is at 49% of revenue and 40% of expenses the budget was $2,000 and we paid $6,000. Paid 357% of budget.
* April 7 Finance Committee meeting the Town will have a preliminary budget ready for review. The budget workshop will be scheduled in May.

Motion made by: President Graves, 2nd by: Director Gutow.

**E. DISCUSSION ITEMS**

1. Discussion Regarding the Willow Lake Island Design Ideas by Bill Engleman.

* During the late 2021 Park and Recreation Meeting Staff was tasked with coming up with some ideas for street islands to be transformed into more of a park landscape, similar to the islands on the Boulevard.
  + - Staff identified islands that could be used as both additional parking space and recreational use; The islands identified with potential to serve both purposes were Sand Point Island and Willow Lake Island. Willow Lake Island preliminary design ideas include removing ice plants, adding connector paths out to the west, and pulls in concepts for more gathering spaces. The cost associated with this design range $85k - $120k, depending on type of amenities and materials used.
    - Presenting this input as potential funding sources.
* President Graves commented that The Park & Recreation Committee should revisit this idea and prioritize projects. President Graves deferred this discussion back to the Parks and Recreation Committee to review further.

1. Discussion Regarding the COVID-19 Public Health Funding by Finance Manager Julie Carter.

* The American Rescue Plan (ARPA) funding for water arrearages we were eligible to apply; We applied on behalf of residents who had arrears during the Covid period. We received $46K and applied to past due accounts. We notified those 200 residents. We received 100% of funding to cover all arrears and residents were notified.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

1. None.

**H. ADJOURNMENT**

1. Adjourned at 5:30 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."