



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 SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE OF THE TOWN OF DISCOVERY BAY

Monday, February 24, 2020

10:00 A.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

Finance Committee Members

Chair Robert Leete

Vice-Chair Bill Mayer

A. ROLL CALL

1. Call business meeting to order 10:03 a.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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. 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 view point of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

None

D. PRESENTATIONS

1. Finance Manager Julie Carter distributed documents regarding the Water Rate Study and Wastewater Rate Study. Alison Lechowicz from Lechowicz and Tseng Municipal Consultants provided handouts of Draft Sewer Rates Increase, Draft Water Rates Increase and Water Bill Survey. Aforementioned documents were reviewed and options were evaluated by the Committee.
2. Assistant General Manager Dina Breitstein provided handouts of Policy 11- Purchasing and Procurement and Policy 15- Disposition of Surplus Property. Assistant General Manager recommends changes to both policies to reflect change in Town needs and align more closely to local municipalities.

E. DISCUSSION ITEMS

1. Discussion Regarding Water and Wastewater Rate Study Update.
Alison Lechowicz from Lechowicz and Tseng Municipal Consultants presented a revised draft of previous study of Water and Wastewater rates. Graphs showed reflected a gradual phase-in of pipeline improvements resulting in a lower rate plan. Prior rate study in 2016 assumed a 12% rate increase and the new draft will be in the middle of rate increase. Three options were presented; Option 1- Maximum Debt Financing will result in approximately one percent rate increase over 30 years at 4.15% interest. Option 2- No Debt Option resulted in a 20% rate increase followed by a 15% rate increase. Option 3- Three Million in Financing resulted in the middle option, providing 5% rate increases each year over five years. There was discussion between Alison Lechowicz from Lechowicz and Tseng Municipal Consultants, Finance Manager Carter, Assistant General Manager Breitstein and Chair Robert Leete regarding the three options presented. There was also discussion about comparison with other local communities. It was concluded that Alison Lechowicz from Lechowicz and Tseng Municipal Consultants

will provide a draft report with details of Option 3 to present at the Special Finance Committee Meeting on Monday, March 9, 2020 at 2:30 p.m.

Public Comment Regarding:

- Community member is not interested in rates of other communities. Community member is more concerned with a reasonable presentation of the rate study.
2. Discussion Regarding Emergency Spending Clause in the Purchasing Policy.
At the present moment, Policy 011- Purchasing and Procurement, allows for General Manager to provide financial judgement in the event of a Town emergency up to a maximum of \$10,000.00, request was made to increase this amount for emergency services to \$1,000,000.00. Chair Robert Leete asked for prompt notification to the Board of such an emergency. General Manager Davies indicated notification to Board will be given promptly.
Recommendation from the Finance Committee to the Board is to review this item at the next Board meeting.
 3. Discussion Regarding Disposition of Property Surplus Policy.
Assistant General Manager Breitstein recommended that any surplus go back to the fund it was originally removed from. In the event of a surplus, sale, auction that will gross any funds, the funds associated with that sale will go to the original department that funded it. Chair Robert Leete concurred.
Recommendation from the Finance Committee to the Board is to review this item at the next Board meeting.

F. FUTURE DISCUSSION/AGENDA ITEMS

None

G. ADJOURNMENT

1. The meeting adjourned at 10:49 a.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."