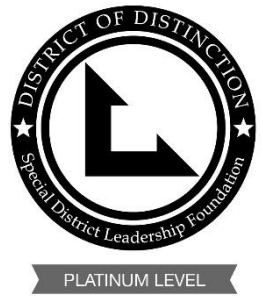




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 4, 2021
4:30 P.M. - 5:30 P.M.**

NOTICE **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain 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 4:30 p.m. – Chair 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. Approve DRAFT minutes of June 2, 2021, Regular Finance Committee Meeting.
 2. Approve DRAFT minutes of June 22, 2021, Special Finance Committee Meeting.
- Motion by Vice-Chair Gutow to approve Draft Minutes as presented.
Second by Chair Graves.

D. PRESENTATIONS

1. Finance Update.
None.

E. DISCUSSION ITEMS

1. Review and Discuss the Draft Financial Policy.

Finance Manager Julie Carter discussed the Draft Financial Policy. Examples from other districts and the Town's existing policies were used to create a Financial Policy for the Town. Creating this Financial Policy is the first step to transfer Town funds to local control from Contra Costa County. The Financial Policy will be reviewed by Legal Counsel and brought before the Board of Directors for possible approval. Chair Graves asked what portion of the Financial Policy was created from internal existing policies.

Finance Manager Julie Carter advised half of the policies in the Draft Financial Policy already existed within the Town.

Chair Graves asked if Contra Costa County provided any insight to the development of the Draft Financial Policy.

Finance Manager Julie Carter advised there was no direction given from Contra Costa County.

Chair Graves recommend the Draft Financial Policy be sent to the Board for review and approval.

Vice-Chair Gutow asked if Town staff has reviewed the Draft Financial Policy.

Finance Manager Julie Carter advised it was reviewed by General Manager Mike Davies, Assistant General Manager Dina Breitstein, and Town Accountant Lesley Marable.

General Manager Mike Davies advised the Committee the Draft Financial Policy will still need to be reviewed by Legal Counsel.

Chair Graves withdrew his previously stated recommendation.

Chair Graves introduced a new recommendation that barring any drastic changes to the policy as seen here or any inefficiencies that are found by Legal Counsel, the Draft Financial Policy move forward to the Board to be accepted as a recommendation from the Financial Committee.

Vice-Chair Gutow second.

2. Discussion Regarding the Unaudited FY20/21 Financials.

Finance Manager Julie Carter briefly spoke about the Unaudited FY20/21 Financials with the Committee.

Discussion between Finance Manager Julie Carter and Committee was had regarding Water and Wastewater revenue over expenditures. Zone 8 revenues show signs of impact due to the pandemic. Zone 9 had favorable numbers in expenses. The audit of these financials will begin in December 2021.

Chair Graves asked if Town audits are filed with anyone.

General Manager Mike Davies advised they are filed with the State Controllers Office and are due by January 31, 2022.

3. Update Regarding Transferring Treasury to Town Control.

Finance Manager Julie Carter advise the Committee of the completion of the Draft Financial Policy. Creating this Financial Policy is the first requirement to move Town funds internally from Contra Costa County. The Draft Financial Policy will be reviewed by Legal Counsel and then it will be submitted to the Board with a resolution for Contra Costa County. Finance Manager Julie Carter notified the Committee that once the Town's money has been removed from County administration, the Town will lose its ability to receive an advance for the current year's property tax. Committee was advised the Town has never exercised this option.

General Manager Mike Davies stated an approval from the Board of Supervisors will also be required. He explained the Town will benefit from having our own funds by expediting payment to vendors.

4. Discussion Regarding Contracting with the California Conservation Corps for Landscape Services.

Recreation Program Supervisor Monica Gallo informed the Committee of the interest to hire a crew from California Conservation Corps to aid in landscaping the Town parks. Hiring a crew of three workers and one supervisor will save the Town approximately \$15,000 annually by not hiring a Town landscaping employee. This crew is exempt from Prevailing Wage requirements. Staff would like Committee's approval to present this item to the Board for consideration.

Vice-Chair Gutow asked about liability concerns.

General Manager Mike Davies advised there is a clause in the contract protecting both parties from lawsuits. He advised the Committee of the option to get a crew which can help with street-scaping during the non-Summer months when the parks do not require as much attention.

Committee Chairs commend staff for researching and are in favor of this project.

5. Discussion Regarding Community Center Pool Update.

Recreation Program Supervisor Monica Gallo informed the Committee there has been a substantial increase in cost of installing synthetic turf at the Community Center pool. Two quotes received on July 28, 2021, were \$113,000 and \$166,000 compared to the original quoted price of \$55,000. Staff is seeking direction to proceed with the project at this higher cost or postpone the project until the Winter months in hope of seeing a decrease in prices. If the project is postponed, staff mentioned the possibility of placing gray landscape weed barrier until it can continue with the option of synthetic turf.

Chair Graves asked if the completion of the pool was still on schedule for the projected date.

Recreation Program Supervisor Monica Gallo confirmed the completion date was still set for the end of September 2021.

Chair Graves advised that this item should be sent to the Board of Directors for guidance on how to proceed.

Vice-Chair Gutow advised that the Park and Recreation Committee asked to have the bidders advised that the time to complete the project has been extended in hopes that the removal of time restrictions will create a favorable adjustment to the bids.

Chair Graves expressed frustration with the lack of visual progress at the Community Center pool.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 5:29 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."

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