



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

**Monday, April 29, 2019**

**STANDING FINANCE COMMITTEE SPECIAL MEETING 10:00 A.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Finance Committee Members**

*Chair Robert Leete*

*Vice-Chair Bill Mayer*

**A. ROLL CALL**

1. Call business meeting to order 10:00 a.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 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**

1. March 25, 2019 DRAFT Special Finance Committee meeting minutes.

**D. PRESENTATIONS**

1. Finance Update.

**E. DISCUSSION ITEMS**

1. Approve Revised Bylaws.
2. Presentation and Discussion Regarding Zones Analysis and Strategies.
3. Discussion Regarding the Fiscal Year 2019-20 Budget.

**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."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

Monday, March 25, 2019

**STANDING FINANCE COMMITTEE SPECIAL MEETING 9:30 A.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**Finance Committee Members**

*Chair Robert Leete*

*Vice-Chair Bill Mayer*

**A. ROLL CALL**

1. Call business meeting to order 9:30 a.m. – By Chair Leete.
2. Roll Call – All Present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

Public Comment Regarding:

- Pickleball Group; conversion of the Pickleball Court, funding raising, remaining money to be used for Pickleball Courts.
- More information regarding the business plan for a new Community Center Pool (lifeguards, cost for heating the pool year-round).

**C. DRAFT MINUTES TO BE APPROVED**

1. March 7, 2019 DRAFT Finance Committee meeting minutes – Approved.

**D. PRESENTATIONS**

None

**E. DISCUSSION ITEMS**

1. Discussion Regarding Community Center Pool.

General Manager Davies – Provided a background of the 3 scenarios presented at the last Finance Committee meeting.

Finance Manager Breitstein – Provided the details regarding the 3 scenarios listed below:

- Scenario 1 - Continue with Community Center Pool Refurbishment

There was discussion regarding the existing pool with the current contract and the possibility of additional costs.

- Scenario 2 - Build a New Pool (Option 3) Finance with Hofmann Money & Wastewater Loan

There was discussion regarding interest earning invested funds (no interest earned at the County or at the ECC Bank account). Consider funding the aquatics center with option 3 (5, 7, or 10 years), annual payment lower, extending out payments, cash flow is better, and Wastewater fund still healthy with the projects.

Public Comment Regarding:

- Wastewater Funds; attempt to earn funds.

There was discussion regarding the money invested in the County; County charges for all transactions.

- Scenario 3: Backfill the Pool with Dirt.

There was discussion regarding payback option 5, 7, or 10 years.

General Manager Davies – Provided details regarding recommendations from the Park and Recreation if proceeding with the new pool that pool should be option 3, and what Staff is looking for from the Finance committee is; if we go with the new pool which financing will the Finance Committee choose.

The recommendation from the Finance Committee to the Board is that if a new pool is built, finance with Hofmann Money and Wastewater Loan for a 10 year payback to Wastewater.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

Solar Lighting  
Rate Study Timing

The Community Center Swimming Pool will be presented at the April 3, 2019 Regular Board meeting.

**G. ADJOURNMENT**

1. The meeting adjourned at 9:50 a.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 03-26-19

<http://www.todb.ca.gov/agendas-minutes>

DRAFT

**DISCOVERY BAY COMMUNITY SERVICES DISTRICT**  
**(FINANCE)**  
**COMMITTEE BYLAWS**  
**Revised April 29, 2019**

**Article I: Name of Committee**

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Finance Committee (“Committee”).

**Article II: Function**

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to the District’s annual Operating and Capital Improvement Program Budgets, may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues, Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District’s investment portfolio that are consistent with the District’s Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Article III: Membership**

Section 1. The Committee shall be comprised of 2 Board Members, TODB Staff and Consultants as necessary.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

**Article IV. Term of Office**

The Board appointees to the Committee shall serve for a term of two years.

**Article V: Meetings**

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings will be held at the Community Center, 1601 Discovery Bay Boulevard and will occur every even numbered month on the first Wednesday at 3:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee's designated function.

#### **Article VI: Attendance**

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

#### **Article VII: Removal**

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

#### **Article VIII: Officers and Rules**

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

#### **Article IX: Staff**

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

#### **Article X: Required Training**

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

#### **Article XI: Amending Bylaws**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.