



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Monday, January 29, 2018
STANDING FINANCE COMMITTEE REGULAR MEETING 10:00 A.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Finance Committee Members

Chair Bill Mayer

Vice-Chair Robert Leete

A. ROLL CALL

1. Call business meeting to order 10:00 a.m. – By Chair Mayer.
2. Roll Call – All present with the exception of General Manager Davies.

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

Public Comment Regarding:

- Consulting Contract – requesting to revisit Resolution No. 2010-15 – a provision that does not require for contracts involving acquisition of professional services

C. DRAFT MINUTES TO BE APPROVED

1. November 13, 2017 DRAFT Standing Finance Committee meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Rotation of Chair and Vice-Chair for the Finance Committee.

Chair Mayer and Vice-Chair Leete agreed to retain the status of Chair and Vice-Chair.

2. Discussion related to 6 Month Financial Review.

Finance Manager Breitstein – Provided handouts and a review of the 6 month Financials; related to combined cash accounts, Community Center account, Town Fund, Zone 8, Zone 9 and Bond. Revenue numbers (money in and money out). Discussion regarding timeframe for turnaround from the County and the requirements; can be up to two months (no penalty for the length of time of 2 months). Discussion continued regarding a meeting to maintain the accounts with the County; working with Legal to review the Contracts. Reviewed Revenue and Expenditures; discussion regarding the transition of the monthly billing vs. property taxes, along with water billing for the winter and summer, control of usage of water from fire hydrant (Staff is monitoring) and Capacity Fees are Kiper Homes.

Provided details related to the Operations and Maintenance; mailers out for residents to request paperless billing (90% of residents have not signed up for paperless billing), legal team working on litigation issues, audit bill sometime after March. Discussion related to the Telecom (Internet) improvements made to the speed of the internet and road construction materials. Water Meter Registers (outside of the Water Meter Project) are used for failed or for stock, and Public Works permits.

Provided details related to Wastewater revenue strictly from the Tax Roll, sewer charges (from the Businesses) connection fees (Kiper Homes). Discussion related to the items falling under “Other” – refunds and Veolia deposit. Discussion continued regarding PG&E; possibility of Solar and receiving a Grant.

Provided details related to Zone 8; property tax deposited, recreation (staff is keeping the budget in line), Community Center Comcast internet speed increased.

Zone 9 – Small District (assessed district) under budget by the end of the year.

This is a quick review – and the full budget will be reviewed during the budget build for next fiscal year.

Handout of all of the projects – Dina reviewed; Well Site location, Well 4 Rehab, Newport SCADA Project, Water Meter Project, Wastewater Plant Refurbishment, Diffuser Project (with the Divers), Filtration Project, SCADA Improvements, Main Holes (raising and rehab). There was discussion regarding Well 8 site acquisition (in the plan for this year 2018 for site location only), discussion continued regarding Slifer Park as a possible site location. Well 4A Rehab, Well 5A Decommissioning (Salinity issue), and the Wastewater Master Plan.

Public Comment Regarding:

- Description for the Community Center negative cash flow; report is combined.
- Information available related to the Consulting Contract for the Community Center with GreenPlay; Information to be announced.

3. Discussion related to the Review of Resolution No. 2015-04.

Finance Manager Breitstein – Provided a background of the current resolution and the need to be reviewed and revised; increase the dollar amount. There was discussion regarding the dollar amount and to increase to \$350,000.00. The recommendation from the Finance Committee is for Staff to bring to the Board; Resolution No. 2015-04 to revise the dollar amount to \$350,000.00.

4. Discussion related to the RFA Reporting.

Finance Manager Breitstein – Provided the details regarding the RFA reporting; moving to one style for RFA reporting that would be simply formatted; sort by the most expensive to least expensive, consolidate, and the top Five Vendors.

5. Discussion related to the 2017-18 Audit.

Finance Manager Breitstein – Provided a background of our current Auditors. There was discussion related to the length of time with our current Auditors, research and a plan to possibly change Auditors. The plan is to have an RFP done after the next fiscal years audit 17/18.

Public Comment Regarding:

- The requirements for changing auditors and the need to go out to bid.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Solar Panels (discussion at a Board meeting and the next Finance meeting).

Public Comment Regarding:

- Regatta Park assessment for the maintenance of the Park; the assessment is portioned between the Town and the County costs for administration and engineering.

F. ADJOURNMENT

1. The meeting adjourned at 11:02 a.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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