



# 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 REGULAR MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Wednesday, April 1, 2020

3:30 P.M. - 4:30 P.M.

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

**Finance Committee Members**

*Chair Robert Leete*

*Vice-Chair Bill Mayer*

**NOTICE**

**Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be 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#**

Go to <https://my.intercall.com/9tc7rcq>

Once connected to Unified Meeting:

Select – I Will Call

Click on Join Meeting

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

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m. – By Chair Leete.
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. February 5, 2020 DRAFT Regular Finance Committee Meeting Minutes – Approved.
2. February 24, 2020 Special Finance Committee Meeting Minutes – Approved.
3. March 9, 2020 Special Finance Committee Meeting Minutes – Approved.

**D. PRESENTATIONS**

1. Finance Update

Finance Manager Carter – Provided an update regarding the February DRAFT Financial Statements (the statements do not include or reflect any of the audit adjustments received from the last Board meeting).

Additional details regarding the DRAFT Financial Statements related to water revenue, total expenses, wastewater revenue, PG&E money, expenses of total budget, and zone 8. There was discussion regarding the Financial Statements related to pipe repairs.

General Manager Davies – Stated that since the water meter installation the District is seeing less overall leaks because we have a significant amount of new infrastructure.

**E. DISCUSSION ITEMS**

**1. Discussion Regarding Final Rate Study Options.**

General Manager Davies – Provided a background regarding the Rate Study Options related to the options presented, CIP costs, and a related email correspondence from a member of the public which is now before the Finance Committee for consideration (added to the website as additional material). Staff is prepared to accept an option recommendation from the Finance Committee to the Board following Alison's presentations. Alison Lechowicz - Lechowicz & Tseng Municipal Consultants provided the details regarding the options related to the handout;

- Water Options for System Average Annual Rate Revenue Increases and Cumulative Rate Revenue Increases
- Sewer Options for System Average Annual Rate Revenue Increases and Cumulative Rate Revenue Increases

There was discussion regarding the cash flow (water and wastewater) over the 5 year period.

Public Comment Regarding:

- Financial Statements related to Zone 8, Community Center revenue expenses, Rate Study, capital need projection, and moving of the District Office.

Alison Lechowicz - Lechowicz & Tseng Municipal Consultants provided additional details regarding the rate study options.

General Manager Davies - Stated that this item will be presented to the Board with the recommendation from the Finance Committee to the Board to move forward with Option 3 for Water and Option 4 for Water and Wastewater.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

- 1.** The meeting adjourned at 4:00 p.m. to the next Standing Finance Committee meeting.

//ym//040220