



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Monday, November 13, 2017

STANDING FINANCE COMMITTEE REGULAR 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 Bill Mayer*

*Vice-Chair Robert Leete*

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 10:00 a.m. – By Chair Mayer
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. June 12, 2017 DRAFT Standing Finance Committee meeting minutes – Approved.

#### **D. DISCUSSION ITEMS**

1. Discussion related to the Street Light/Fire Hydrant SDRMA Insurance.

General Manager Davies – Provided the details regarding the street light issue and that the Town of Discovery Bay is responsible for the street lights in several areas.

Executive Assistant Heinl – Provided additional details regarding SDRMA Insurance coverage for the Town owned street lights, number of street lights within Discovery Bay (692) and that we are able to insure annually. There was discussion regarding liability coverage, deductible, coverage for the fire hydrants (543), and a past claim for damage to a fire hydrant. Recommendation from the Finance Committee is for Staff to move forward with the annual SDRMA Insurance coverage; Street Light Poles (10) and Fire Hydrants (2).

2. Discussion related to the Electronic Check Signature Process.

Finance Manager Breitstein – Provided the details regarding an electronic check signature process related to the financial software (Caselle), the process of reviewing the check register, (RFA's are separate), and replacement of the actual checks. There was discussion related to signing the check register at a Board meeting along with continuing to sign the Transmittals (County requires wet ink), and some hand written checks. Recommendation from the Finance Committee is to bring the Electronic Check Signature Process to the Board at the Regular meeting of December 6, 2017.

3. Discussion related to Financial Dashboards.

Finance Manager Breitstein – Provided the details regarding the Financial Dashboard related to using Excel and what items are desired within the Dashboard. There was discussion related to the Dashboard; including charts, graphs, along with including typical District Invoice information with a month to month comparison.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

- Travel Policy (Per Diem Rates) – Mike is working on – will then need to be reviewed by Legal.
- Next Finance Committee meeting – Sometime in January of 2018.

**F. ADJOURNMENT**

1. The meeting adjourned at 10:28 a.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-13-17

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