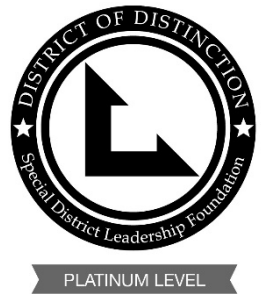




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE SPECIAL MEETING
OF THE FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 4, 2021
4:00 P.M. – 5:00 P.M.**

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#**

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 4:00 p.m. – By 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 April 7, 2021 Finance Committee Meeting.
Motion made by Vice-Chair Bryon Gutow to approve items on the Consent Calendar as presented.
Second by Chair Graves.

D. PRESENTATIONS

E. DISCUSSION ITEMS

1. Discussion Regarding Changes to the Timing and Reporting of Employee Benefit payments.
Finance Manager Julie Carter advised the Committee of update to the current practice to pay employee benefit without Board approval. Current practice is to wait until the Board of Directors has reviewed and approved the Request for Authorization (RFA). This causes a delay in payment due to Board Meetings occurring only twice a month. To provide payment for employee benefits in a timely manner and not risk cancellation of benefits, the Town will now produce payment upon receipt of these invoices.

Chair Graves asked if this item would need to be reviewed by the Board.

Finance Manager Julie Carter advised it does not need Board review because it is a practice and not a policy.

Chair Graves advised Finance Manager Julie Carter that the Finance Committee approved the modification

of Town practices to proceed with the requested change to pay employee benefits without prior Board review.

2. Discussion Regarding Funding Community Center Pool Landscape and Hardscape Features.

General Manager Mike Davies presented recommendation made by the Parks and Recreation Committee to landscape the Community Center Pool area with artificial turf. Artificial turf will last longer than sod, the upkeep is minimal, no watering is necessary. The Parks and Recreation Committee also recommended to fill in a walking path outside the pool's fence with concrete. Recommendation was also made to move the west perimeter fence of the pool inward and create a larger pathway that goes from the Community Center to the west perimeter fence. Total cost plus contingency is \$103,500. This amount exceeds our budget and the alternate option would be to fund this project with Hofmann monies. Any monies left over in the Pool Refurbishment budget would be used to repair chips in concrete and repair any broken concrete pieces. Vice-Chair Gutow advised Chair Graves that as part of the Parks and Recreation Committee, he and Director Porter evaluated the landscaping options and felt that artificial turf would be the most fiscally attractive option.

Chair Graves advised that he would rather not start any projects that might need to be reversed at a later time. He would prefer to concentrate on areas that belong to pool. Chair Graves stated that in the event that a building is placed next to the Community Center and the pool, it could be possible that the walkway in questions would need to be redone and the work on the walkway would then be a lost expense.

Vice-Chair Gutow replied that regardless of another building, the walkway in question is to grant better access to the pool area.

General Manager Mike Davies advised that moving the fence in would also save money due to the amount of artificial turf needed within the pool area.

Chair Graves advised that not all recommendations presented were the consensus of the Parks and Recreation Committee. Chair Graves indicated that it is his opinion that regardless of which funds are being used for expanding the walkway, it would be a waste of funds.

Chair Graves made a motion to approve all improvements, excluding the walkway and moving the fence. Motion modified and restated by Chair Graves.

Chair Graves made a motion that the Finance Committee approves the spending of Hofmann money for the improvements as described upon further discussion of the entire Board.

Second by Vice-Chair Gutow.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 4:19 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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