



# 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 SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE OF THE TOWN OF DISCOVERY BAY

Monday, April 27, 2020

10:00 A.M. – 11:30 A.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**

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

#### **A. ROLL CALL**

1. Call business meeting to order 10:00 am. – 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:

- Clarification regarding account numbers.
- Payroll expenses for Water and Wastewater budgets.
- Relocation of district office.

#### **C. DISCUSSION ITEMS**

1. Discussion Regarding the Fiscal Year 2020-2021 Budget- Finance Manager, Julie Carter provided an explanation of the Town budget for the upcoming fiscal year. Information was given comparing past budgets to the new budget for Fiscal Year 2020-2021 commencing on July 1, 2020. Mention of Capital Improvement Projects and projection of expense for these plans are separate from the budgets reviewed today. Capacity study is possibly going to be done next year. Director Leete mentioned rate study done by Alison Lechowicz of Lechowicz and Tseng Municipal Consultants and possibility it can be affected by Brandis Tallman Refinancing Report. Finance Manager Carter stated the Zone 8 budget assumes the pool at the Community Center will be a "replacement" pool and be completed by June 2021. Director Mayer questioned budgets for Well 8 and various revenues as well as utilities, specifically adjustments

from Pacific Gas & Electric. There was dialog amongst Julie Carter, Chair Leete and Chair Mayer regarding expenses for UV supplies for wastewater services. Project Manager, Berney Sadler continues to state that there have been no major changes to our pipes due to COVID-19 Stay At Home Order. Berney Sadler also stressed the importance of purchasing authorized Trojan parts for the UV system in order to maintain the warranty on wastewater equipment. Majority of the budgets are to remain the same. Not many fluctuations as compared to fiscal year 2020, possible increase in some areas for fiscal year 2022. Some mentions of denitrification were made. Town General Manager touched on Employee Compensation and Benefits as well as Town insurance and rebates passed to the Town for safety performance. Request from Director Leete to provide analytical projection of future operating funds for the next 3-5 years.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Finance Committee meeting.

"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 website located at <https://www.todb.ca.gov>."

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