



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday March 20, 2024 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Porter led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

None.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from March 6, 2024.
2. Approve Register of District Invoices.

Director Porter made a Motion to Approve the Consent Calendar.

Director Graves seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

D. PRESENTATIONS

None.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Fiscal Year 2022-2023 Audited Financial Statements.

Presented by Pauline Sanguinetti of Croce, Sanguinetti and Vander Veen.

- Total assets are approximately \$90 million.
- Total liabilities are approximately \$39 million.
- Total revenue was approximately \$13,400,000.
- Total expenses were approximately \$14 million.

Director Graves made a Motion to Approve the Fiscal Year 2022-2023 Audited Financial Statements.

Director Gutow seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

2. Discussion and Possible Action Regarding the Emergency Replacement of a Failed Retaining Wall at the Community Center and Approving Resolution No. 2024-03, Adopting a CEQA Notice of Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

Presented by Projects Manager Mike Yeraka.

- The retaining wall behind the tennis courts is failing.
- Staff recommends replacing wall with a new Keystone type wall.
- Several trees will need to be removed.
- County Building Department requires a permit for tree removal.
- CEQA exemptions are allowed given this is an emergency project.

Director Porter made a Motion **to** Authorize the General Manager to execute any and all contracts, permits and documents necessary to replace the failed retaining wall and remove any trees that are interfering with the wall in accordance with the emergency provisions of the Town's Purchasing Policy, adopt Resolution 2024-03 approving the project and adopting a CEQA Notice of Exemption, and authorize staff to file the attached Notice of Exemption with the County Clerk's office.

Vice-President Graham seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

3. Discussion and Possible Action to Adopt a New Commercial Card Program.

Presented by Finance Manager Margaret Moggia.

- Staff evaluated the District's current commercial card system.
- Staff met with Umpqua Bank, a CSDA sponsored affiliate, to learn about their program.
- Umpqua offers multiple administration functions, virtual cards, third-part integration, VISA protection, and annual rebates.
- This item was presented at a previous Finance Committee meeting, and committee felt it was a good program for the District.

Director Graves made a Motion to Approve Resolution 2024-02 for the proposed adoption of a new Commercial Card Program.

Vice-President Graham seconded.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

F. MANAGER'S REPORT

None.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTOR REPORTS

None.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORT

1. BUSD Board Workshop – February 1, 2024 (Director Kevin Graves).
2. BUSD Board Meeting – February 22, 2024 (Director Kevin Graves).

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 7:47p.m. to the next Regular Meeting of the Board of Directors on April 3, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.