



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF NOTICE, CALL AND AGENDA
OF A SPECIAL BUDGET MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Thursday, May 20, 2021
3:00 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 Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has 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 CODE **5193676302#**

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 3:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 3:00 p.m. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present.

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

None.

C. BUSINESS AND ACTION ITEMS

1. Discussion Regarding Fiscal Year 2021-22 Proposed Operating Capital and Revenue Budgets.

Finance Manager Julie Carter presented the Proposed Operating Capital and Revenue Budgets for fiscal year 2021-2022 to the Board. She discussed the process in which the budget will be reviewed. Reviewing the Proposed Operating Capital and Revenue Budgets included discussion about the financial impact of Town projects and planning for future Town expenses. Finance Manager Julie Carter stated the annual finance audit was turned in on time and came back from the auditors as a very clean budget.

Vice President Kevin Graves asked how the process to move Town of Discovery Bay finances to Town control from county administration was moving along.

Finance Manager Julie Carter advised the process to write a finance manual has been done. The manual requires legal and auditor review and the target to complete this is set for July 2021.

Accounts and balances were reviewed. As the accounts were discussed, Board members asked questions and requested for clarification on several accounts.

During the discussion about employee wages, Director Graham asked how long the Town has had 20 employees.

General Manager Mike Davies advised that the employee count was 18 when he arrived and since that time, the Town has added an Assistant General Manager position and a part time Project Manager position.

Finance Manager Julie Carter explained the graph on page 20 of the Budget. It shows where Town of Discovery Bay receives its revenue and where the funds are being spent. Over half of the Town's revenue

comes from wastewater. Approximately 40% of the Town's revenue comes from water. Finance Manager Julie Carter advised that the District's expenses line up closely with the District's revenue. She advised the Board of the cost of consulting services. There was a request for a workforce survey. This expense is estimated to be close to \$40,000. Board questioned the need for this service. Director Carolyn Graham explained the purpose of the workforce survey. Board recommended waiting until the possibility of a new Town Office is explored since at that time a needs assessment will likely be done, eliminating the need for a workforce study. The budgeted amount for this project was removed as a potential expense. Vice President Kevin Graves requested these expenses be brought to the attention of the Finance Committee for review prior to incorporating them into any budgets.

Finance Manager Julie Carter explained possible change to having only one bond payment in the future.

Finance Manager Julie Carter advised the Board that each year there is a 25% increase to the Town's Insurance Liability and Property account for Special District Risk Management Authority (SDRMA).

Director Carolyn Graham and President Bryon Gutow asked about the possibility to change insurance companies for the purpose of not having a yearly increase of 25%.

Vice President Kevin Graves advised that prices were compared when the Town was looking for insurance and other companies did not come close to the low cost of SDRMA.

Finance Manager Julie Carter advised that if an employee only works for the Wastewater Department, their wages will only come from that budget, however if an employee distributes his/her time among more than one department, their wages will come from each of those budgets and will reflect the percentage of time worked in that respective department.

Vice President Kevin Graves asked Finance Manager Julie Carter when the Board or the Finance Committee can expect to see financing options for the denitrification project.

Finance Manager Julie Carter replied there is no set date, however she expects to have that information soon.

Finance Manager Julie Carter advised of projected changes due to COVID-19 restrictions. Community Center has not been able to generate revenue since its closure. That is expected to change once the pool is complete and COVID-19 restrictions have been lifted. These changes were considered in this proposed budget.

Director Carolyn Graham asked for updates for the Community Center Pool.

Recreation Program Supervisor Monica Gallo advised of work being performed and delay in county permitting. There was discussion regarding shortage in materials such as tile and artificial turf which will likely extend the completion date of the pool.

Director Carolyn Graham asked Recreation Program Supervisor Monica Gallo to send out an update to let the community know how things are moving along with the pool project.

Finance Manager Julie Carter advised that during the last fiscal year, Town staff has dedicated a lot of time to Zone 9 and that will reflect on the proposed budget.

Vice President Kevin Graves asked Finance Manager Julie Carter to produce information to the Board regarding amounts still currently owed on any bonds the Town has.

Director Carolyn Graham asked Finance Manager Julie Carter when the Town will look at refinancing to get better interest rates on bonds.

General Manager Mike Davies advised that bonds need to mature to a certain age before they are eligible for review.

Finance Manager Julie Carter advised the Board of awards and recognitions the Town has received.

President Bryon Gutow asked General Manager Mike Davies if Town is still looking into doing an overlay.

Per Finance Manager Julie Carter, Rick Clark from Harris and Associates will come meet with the Finance Committee regarding the idea of an overlay.

Vice President Kevin Graves asked to have a Special Finance Committee meeting held on June 22, 2021.

Director Michael Callahan asked where the numbers came from for the Cyber Security/ Information Technology budget.

Assistant General Manager Dina Breitstein advised that this amount is a proposed estimate of possible expenses for cyber security testing or equipment as needed.

D. ADJOURNMENT

1. Adjourned at 4:31 to the regular meeting on June 2, 2021, beginning at 7:00 p.m. 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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