



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
 OF THE STANDING INTERNAL OPERATIONS COMMITTEE
 OF THE TOWN OF DISCOVERY BAY
 Wednesday, October 5, 2022
 3:30 P.M. – 4:30 P.M.**

Internal Operations Committee Members

*Chair Michael Callahan
 Vice-Chair Carolyn Graham*

A. ROLL CALL

1. Meeting called to order at 3:30 p.m.
2. 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. DRAFT MINUTES TO BE APPROVED

1. Approve DRAFT minutes of August 3, 2022, Internal Operations Committee Meeting.

Vice-Chair Graham made a Motion to Approve the August 3, 2022, Draft Minutes.
 Chair Callahan second.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

1. Internal Operations Update.

None.

E. DISCUSSION ITEMS

1. Discussion Regarding Draft Investment Policy

Presented by General Manager, Dina Breitstein.

- Staff will be revising the Investment Policy as the County is no longer the Town's treasurer. Staff will present the Investment Policy at the October 19, 2022, Board of Directors Meeting.

2. Webinar Update – Zoom

Presented by General Manager, Dina Breitstein.

- The District will be moving forward with Zoom. Estimated timeline for implementing Zoom is early November or December.

3. Discussion Regarding Website Buttons – Ease of Information

- Added two new buttons on the www.todb.ca.gov homepage.
 - Applications and Forms.
 - Emergency and Prevention Planning.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Meeting adjourned at 3:37p.m. to the next Standing Internal Operations Committee meeting on December 7, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

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