



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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 3, 2022, 3:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, 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 (if available) or in person.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

TO ATTEND BY WEBINAR:

Please register for the Internal Operations Committee Meeting by: (*copy and pasting into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.*)

Registration URL: <https://attendee.gotowebinar.com/register/1937480650053300239>
Webinar ID# 270-370-611

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: +1 (562) 247-8422 **ID#** 986-074-090

Download Agenda Packet and Materials at www.todb.ca.gov

Internal Operations Committee Members

*Chair Michael Callahan
Vice-Chair Carolyn Graham*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Internal Operations Committee DRAFT Meeting minutes of April 6, 2022.

D. PRESENTATIONS

E. UPDATES

F. DISCUSSION

1. Land Acquisition and Sign Boards.
2. Municipal Advisory Council ("MAC") – TODB Board Responsibilities.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee meeting on October 5, 2022, 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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**NOTICE OF THE REGULAR MEETING
MINUTES OF THE STANDING
INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, June 1, 2022**

Internal Operations Committee Members

*Chair Michael Callahan
Vice-Chair Carolyn Graham*

A. ROLL CALL

1. Call business meeting to order at 3:32 p.m.
2. Roll Call – 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 Regular Internal Operations Committee DRAFT Meeting minutes of April 6, 2022.

Vice-Chair Graham made a Motion to Approve the April 6, 2022, Draft Minutes.

Chair Callahan second.

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

D. PRESENTATIONS

1. None.

E. UPDATES

F. DISCUSSION

1. Injury and Illness Prevention Program (IIPP).

Presented by Interim Assistant General Manager, Mike Davies.

- Current IIPP needs to be revised from 2018.
- Revised copy of the IIPP will include COVID section and health orders.
- Commendation given to Leslie Cueva, Executive Assistant who aided in the revision of the IIPP.
- Requesting committee recommendation to present IIPP to the Board of Directors for approval.

Chair Callahan made a Motion to present the IIPP to the Board of Directors.

Vice-Chair Graham second.

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

G. FUTURE DISCUSSION/AGENDA ITEMS

- Potential collaboration to create a local area points of interest brochure.

H. ADJOURNMENT

1. Meeting adjourned at 3:40 p.m. to the next Standing Internal Operations Committee meeting on August 3, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

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