



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 6, 2021
3:30 P.M. – 4:30 P.M.**

**NOTICE
Coronavirus COVID-19**

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

TO ATTEND IN PERSON: Masks are required to be worn inside the building.

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/

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 – All 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 4, 2021, Internal Operations Committee Meeting.
Motion made by Vice-Chair Carolyn Graham to approve DRAFT minutes for August 4, 2021, Internal Operations Committee Meeting as presented.
Second by Chair Michael Callahan.
- D. PRESENTATIONS**
1. Internal Operations Update.
None.

E. DISCUSSION ITEMS

1. Discussion Regarding Social Media Policy.

General Manager Dina Breitstein presented a policy to establish guidelines for the use of social media sites by the Town of Discovery Bay. Staff is requesting recommendation to bring the Social Media Policy to the Board of Directors for review and consideration.

Committee Chairs both agreed to send the Social Media Policy to the Board of Directors for review and consideration.

2. Discussion Regarding New Website Platform.

Administrative Assistant Yesenia Monarrez introduced the new todb.ca.gov website to the Committee. Administrative Assistant Yesenia Monarrez explained the similarities between the old and new website and what will look different. The website url will remain the same. The new website will go live on October 11, 2021. Administrative Assistant Yesenia Monarrez added that Streamline platforms specialize in creating websites for Community Service Districts. They ensure CSD's are compliant with regulations and accessibility policies.

3. Discussion Regarding Informational Text Blasts to Residents.

Assistant General Manager Mike Davies advised the Committee of the cost to send out emergency text messages to town residents. He explained that once a certain number of allowed texts have been sent out, there is a fee assessed to each additional phone number as an overage.

Committee Chairs and Assistant General Manager Mike Davies discussed the need for the service and the cost for emergency texts versus the importance of getting information out to the public quickly.

Assistant General Manager Mike Davies also mentioned the added cost of Town employees compiling emergency text lists by zone and then separating each zone into topics of interest.

Chair Callahan advised he would like the Board to have an opportunity to hear the information provided and make a decision.

4. Discussion Regarding Setting a Date for a Town Hall Event.

General Manager Dina Breitstein advised the Board of plans to beginning planning for a Town Hall Event. This event was canceled due to COVID-19 regulations. General Manager Dina Breitstein expressed interest in coordinating the Town Hall Event with the grand opening of the Community Center Pool. Staff is looking for suggestions regarding a date for the Town Hall Event.

Vice-Chair Graham suggested waiting until the Community Center Pool is open to the public before having the Town Hall Event, however it is her recommendation to have an event where the public can meet the Town's new General Manager.

Discretion was given to General Manager Dina Breitstein to decide the date for the General Manager meet and greet event.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 4:01 p.m. to the next Standing Internal Operations Committee meeting 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."