



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, December 6, 2023 3:30 P.M.**

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

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/87646214722>

TO ATTEND BY PHONE: 1+(669) 444-9171 or 1+(719) 359-4580 **WEBINAR ID:** 876 4621 4722

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

Internal Operations Committee Members

Chair Michael Callahan
Vice-Chair Kevin Graves

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 October 4, 2023.

D. DISCUSSION ITEMS

1. Discussion and Possible Feedback Regarding Combining Communications and Internal Operations into one Committee.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee meeting on February 7, 2024, 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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**MINUTES OF THE REGULAR MEETING
 OF THE STANDING INTERNAL OPERATIONS COMMITTEE
 OF THE TOWN OF DISCOVERY BAY
 Wednesday, October 4, 2023 3:30 P.M.**

Internal Operations Committee Members

Chair Michael Callahan
 Vice-Chair Kevin Graves

A. ROLL CALL

1. Called business meeting to order 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)

- Speaker commented on the audio-visual needs of the Board Room.

C. DRAFT MINUTES TO BE APPROVED

1. Approve DRAFT minutes of August 8, 2023, Internal Operations Committee Meeting.

Vice-Chair Graves made a Motion to Approve the August 8, 2023 Draft Minutes.
 Chair Callahan seconded.
 Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. UPDATES

1. Social Media Update.

Presented by Assistant General Manager Allan Cantando.

- There has been positive feedback to the Town’s Government NextDoor account.

2. AV Project Update.

Presented by Assistant General Manager Allan Cantando.

- Staff has received a second quote for audio video equipment for the Board Room.
- Awaiting a third quote.
- Staff will bring item to a future Board of Directors Meeting.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 3:39p.m. to the next Standing Internal Operations Committee meeting on December 6, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT