



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
THURSDAY, May 10, 2018
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Internal Operations Committee Members

*Chair Robert Leete
Vice-Chair Kevin Graves*

A. ROLL CALL

1. Call business meeting to order 4:00 p.m. – By Chair Graves.
2. Roll Call – All present with the exception of Vice-Chair Leete and Finance Manager Breitstein.

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

None

C. DRAFT MINUTES TO BE APPROVED

1. February 8, 2018 Internal Operations Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Rotation of Chair and Vice-Chair for the Internal Operations Committee.
There was discussion regarding the item and the decision was made to bring this item to the next Internal Operations Committee Meeting.
2. Discussion Regarding Town Phone Service Provider(s).
General Manager Davies - Provided the details regarding the Mega Path phone service issues that have occurred at the District Office.
Executive Assistant Heintz – Provided the Town’s IT person’s perspective on the expenses that would be associated with replacing the District Mega Path phone system.
There was discussion between Vice-Chair Graves and General Manager Davies on whether further research should be done to find better service.
Vice-Chair Graves and General Manager Davies concluded to continue with the current phone provider unless there is further interruption to the phone service.
3. Discussion related to the Employee Probationary Period and
4. Discussion related to a Cannabis Policy
General Manager Davies – Provided details of both Item 3 and Item 4. Staff will be working on these Policies and there will be discussion at the next Regular Board meeting on June 6th. The Board will be asked to look at all District Policies to determine if there should be any addition or changes to current Policies. This Board of Director’s review of District Policies is a requirement for the Town’s Special District Leadership Foundation District of Distinction recertification.
There was further discussion regarding Item 3- Employee Probationary Period pertaining to the length of the probationary period and employees “At Will” status. There was further discussion regarding Item 4 - Cannabis Policy. General Manager Davies reported that more research is being conducted for this Policy.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Rotation of Chair and Vice-Chair for the Internal Operations Committee.

F. ADJOURNMENT

1. The meeting adjourned at 4:09 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//sh 05-11-2018

<http://www.todb.ca.gov/agendas-minutes>