



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



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

**NOTICE OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, November 8, 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](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Kevin Graves  
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 4:00 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 Committee's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. Any person wishing to speak must come up to the designated location. There will be no dialog between the Committee and the commenter. Clarifying questions must go through the Committee.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 23, 2018 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.
  2. Discussion Regarding Cancellation of Regular Board Meeting on January 2, 2019.
  3. Discussion Regarding Amending the Personnel Manual.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- F. ADJOURNMENT**
1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Gold-Level of Governance

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

**MINUTES OF THE SPECIAL MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, August 23, 2018**

**INTERNAL OPERATIONS COMMITTEE SPECIAL MEETING 4:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Kevin Graves*

*Vice-Chair Robert Leete*

**A. ROLL CALL**

1. Call business meeting to order 4:00 p.m. – By Chair Leete.
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. May 10, 2018 Internal Operations Committee DRAFT meeting minutes – Approved.

**D. DISCUSSION ITEMS**

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

General Manager Davies – Provided the details of the rotation of Chair and Vice-Chair. The rotation will be Chair Graves and Vice-Chair Leete.

2. Discussion related to the Town Slogan.

General Manager Davies – Provided the details regarding the Town Slogan “Live Where you Play in Discovery Bay” related to the ownership of the Town Slogan.

Executive Assistant Heintz – Provided the details related to the history of the Town Slogan. There was discussion regarding the history of the Town Slogan along with the first homes built in Discovery Bay.

General Manager Davies – Provided additional details regarding a recommendation from the Internal Operations Committee for Legal Counsel to begin the process on acquiring the Town Slogan “Live Where you Play in Discovery Bay” and bring back to the full Board at a future meeting.

3. Discussion regarding a Sick Leave Incentive Program.

General Manager Davies – Provided the details regarding a Sick Leave Incentive Program related to the survey of other agencies incentives.

Executive Assistant Heintz – Provided additional details regarding the 3 sick leave incentive plans of the other agencies. There was discussion regarding the 3 sick leave incentive plans. The Committee agreed with the 3<sup>rd</sup> Plan for a sick leave incentive and will bring back to the full Board at a future meeting.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**F. ADJOURNMENT**

1. The meeting adjourned at 4:16 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc 08-24-2018

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



# Town of Discovery Bay

*“A Community Services District”*

## Internal Operations Committee

### STAFF REPORT

**Meeting Date**

November 8, 2018

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title:**

Discussion Regarding the Cancellation of Regular Board Meeting on January 2, 2019.

**Recommended Action**

Recommendation from the Internal Operations Committee is to cancel the Regular Board Meeting of January 2, 2019.

**Executive Summary**

Each year the Town of Discovery Bay offices are closed for the Holiday Season. This year, the closure is Monday, December 24, 2018 through January 1, 2019. If the January 2, 2019 Regular Board Meeting takes place, staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the meeting.

Refer to chart below for dates TODB offices are open and closed.

DECEMBER 2018 / JANUARY 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17 OPEN	18 OPEN	19 Board Meeting	20 OPEN	21 OPEN	22 CLOSED
23 CLOSED	24 CLOSED	25 CLOSED	26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED
30 CLOSED	31 CLOSED	1 CLOSED	2 Board Meeting	3 OPEN	4 OPEN	5

The recommendation from the Internal Operations Committee is to CANCEL the Regular Board Meeting of January 2, 2019. The next Regular Board Meeting would take place on January 16, 2019.

**Previous Relevant Board Actions for This Item**

**Attachments**

None

**AGENDA ITEM: D-2**