



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Wednesday, June 3, 2020

4:30 P.M. – 5:30 P.M.

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

**Internal Operations Committee Members**

*Chair Robert Leete*

*Vice-Chair Kevin Graves*

**NOTICE**  
**Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

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

**A. ROLL CALL**

1. Call business meeting to order 4:30 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. April 1, 2020 Internal Operations Committee DRAFT Meeting Minutes.

**D. DISCUSSION ITEMS**

1. Update on Operations Related to COVID-19.
2. Discussion Regarding Discovery Bay's November 3, 2020 Election of Board of Directors.
3. Bidders sign up link on Town website.

**E. FUTURE DISCUSSION/AGENDA ITEMS****F. ADJOURNMENT**

1. Adjourn to the next Standing Internal Operations Committee Meeting.

"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 website located at <https://www.todb.ca.gov>."



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President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**  
Wednesday, April 1, 2020  
4:30 P.M. – 5:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**Internal Operations Committee Members**

*Chair Robert Leete  
Vice-Chair Kevin Graves*

**NOTICE**  
**Coronavirus COVID-19**

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- A. ROLL CALL**
1. Call business meeting to order 4:30 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. February 5, 2020 Internal Operations Committee DRAFT Meeting Minutes – Approved.
- D. DISCUSSION ITEMS**
1. Update on Facilities Security.  
Assistant General Manager Breitstein – Provided the details regarding the Facilities Security related to quotes received.  
Project Manager Sadler – Provided an update regarding the Facilities Security; the two Wastewater Plants, Community Center, and the District Office (which includes gate access control, door access control, and cameras). Additional details provided regarding security options, bid package costs and all companies are local. There was discussion regarding the facilities security update and the item is informational and will be brought back to a future meeting.

2. Discuss COVID-19 and its Impact on Operations.

General Manager Davies – Provided an update regarding COVID-19 orders that are changing on a daily basis; more restricted activity; sports (basketball, pickleball, tennis) are now closed to the public, only green space open within the parks that the Town owns. Also the County owned parks (Regatta and Slifer) are now closed (which includes the green spaces and parking areas in those parks). Signs will be posed.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**F. ADJOURNMENT**

1. The meeting adjourned at 4:41 p.m. to the next Standing Internal Operations Committee Meeting.

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