



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, August 5, 2020  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING  
4:30 P.M. – 5:30 P.M.**

## **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/)

### **Internal Operations Committee Members**

*Chair Robert Leete*

*Vice-Chair Kevin Graves*

#### **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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. 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 view point of the Committee members.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. Approve June 3, 2020 Internal Operations Committee DRAFT meeting minutes.

#### **D. DISCUSSION ITEMS**

1. Discussion Regarding Treasury Update.
2. Discussion Regarding Emergency Operations Plan.

**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.

"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."



# 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

**MINUTES 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**

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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, Vice Chair Kevin Graves joined the Teleconference at 4:38 p.m.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
None.
- C. DRAFT MINUTES TO BE APPROVED**
1. April 1, 2020 Internal Operations Committee DRAFT Meeting Minutes.  
Due to initial absence of Vice Chair Graves, Agenda C was not discussed. Agenda C was postponed for review at the next Internal Operations Committee Meeting.
- D. DISCUSSION ITEMS**
1. Update on Operations Related to COVID-19.  
General Manager, Mike Davies provided update on opening business as allowed by the health officer. Update also given regarding open parks and which part of recreations will continue to be closed.  
Public Comment Regarding:
    - Clarification on the county curfew and how it will be enforced.General Manager Davies indicated the curfew begins at 8:00 p.m. and will be enforced by the Sheriff's office.
  2. Discussion Regarding Discovery Bay's November 3, 2020 Election of Board of Directors.

General Manager Davies discussed the upcoming election for two Board Members. Deadlines for the process were discussed. It was recommended that applicants continue to pay for their own Candidate Statement.

Chair Leete concurred that past practices should continue.

General Manager Davies also recommended that in the event of a tie, the vote be decided by lot and not by a second election.

Again, Chair Leete agreed that past practices should continue.

Public Comment Regarding:

- Providing access to the public to information on how to become a candidate.

General Manager Davies advised that the Agenda for the next Board Meeting will include information as an attachment and packet to apply is also available on the county website.

3. Bidders sign up link on Town website.

Administrative Assistant, Yesenia Monarrez discussed a new weblink on [todb.ca.gov](http://todb.ca.gov) that allows contractors to sign up and participate in Request for Proposals for upcoming Town projects.

Chair Leete asked if a link will be available on website that will provide description of the project.

Administrative Assistant Monarrez stated the link will have a detailed description of the project and will also include a form to submit the Request for Proposal back to the Town.

Vice Chair Kevin Graves requested a review of previously discussed Agenda Items since he wasn't able to join the Teleconference on time.

General Manager Davies provided a brief update.

Vice Chair Graves asked for update on opening the dog park.

General Manager Davies indicated there has been no update on any movement regarding the dog park.

Vice Chair Graves apologized for being late to the meeting. He is currently deployed and was not able to get through to the teleconference on time.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**F. ADJOURNMENT**

1. Adjourn at 4:45 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."

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