



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director- Ashley Porter

**NOTICE OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 7, 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/

Internal Operations Committee Members

*Chair Kevin Graves
Vice-Chair Ashley Porter*

- 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 August 5, 2020 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion Regarding an Updated and Restated Employee Personnel Manual.
 2. Discuss Cancellation of the December 2, 2020 Regular Board Meeting and Internal Operations Committee Meeting.
- 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

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PLATINUM LEVEL

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

**MINUTES 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**

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Internal Operations Committee Members

*Chair Robert Leete
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Chair Leete
 2. Roll Call- All Present including Vice-Chair Graves joining via Teleconference.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve June 3, 2020 Internal Operations Committee DRAFT meeting minutes.
Motion made by Vice-Chair Kevin Graves to approve items on the Consent Calendar as presented.
Second by Chair Robert Leete.
- D. DISCUSSION ITEMS**
1. Discussion Regarding Treasury Update.
Finance Manager Julie Carter brought forth to the committee a plan to change the District's treasury duties from Contra Costa County to the Town's control. Presently Contra Costa County is managing funds for the Town and charging the Town an administrative fee for their work. Finance Manager Julie Carter states that in transferring the management of our funds back to the Town it will prevent delays in processing payments, save staff resources, eliminate all fees associated with the administration of our funds among other obstacles. To initiate this process, we must have a robust comprehensive finance policy and have it reviewed by our attorneys and finance consultants. Finance Manager Julie Carter will develop this policy and will bring it before the Board for Review. This will initiate the separation of Town funds from County control.

Public Comment Regarding:

- Question if the fees on property tax bills pertaining to wastewater fees will now be processed by the town if the Town manages its' own money.
Chair Leete answered public comment advising that wastewater charges will continue to be billed through Contra Costa County as per state law.

2. Discussion Regarding Emergency Operations Plan.

Executive Assistant Maddie Kibriya informed the committee of her review and update to the Emergency Operations Plan. She is coordinating with Governor's Office of Emergency Services and surrounding jurisdictions to bring together a plan and coordination actions in the event of a disaster. Reclamation 800 and the Town are sharing operations plan with one another. Executive Assistant Maddie Kibriya is updating emergency supplies in the Town office and will hold a training for staff once it is safe to do so.

Chair Leete asked if there are plans to include other local agencies.

Executive Assistant Maddie Kibriya stated that she is beginning to coordinate with local jurisdictions and hopes to expand to other local areas once plan is updated.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourned at 4:41 p.m. 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."

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 7, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discussion Regarding an Updated and Restated Employee Personnel Manual.

Recommended Action

Recommend to the Board Approval of the attached updated and restated Employee Personnel Manual.

Executive Summary

The Town's Employee Personnel Manual ("Manual") is the controlling employee relations document for all District employees. The Manual was last amended by the Board on May 15, 2019. Staff recommends the following changes to the Manual:

Section 2.1.D Town may provide 457b retirement employee contribution match annually.
Section 3.2.A Providing 2 weeks accrual of vacation year 1 & allowing taking of 1 week vacation year 1

The above sections are attached and highlighted for your reference.

Previous Relevant Board Actions for This Item

May 15, 2019 Board Action

Attachments

Draft Personnel Manual Recommended Revisions Highlighted

AGENDA ITEM: D-1

ARTICLE 1 EMPLOYMENT STATUS

Section 1.1. Employee Classifications. Employee classifications are as follows:

A. Regular Full-Time Employees. An employee who is regularly scheduled to work not less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular full-time employee. A regular full-time employee is eligible for the benefits described in this Manual.

B. Regular Part-Time Employees. An employee who is regularly scheduled to work less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular part-time employee. Regular part-time employees are eligible for benefits only as specifically described in this Manual.

C. Part Time, Seasonal, and Temporary Employees. Part Time, Seasonal, and Temporary Employees (“PST Employees”) are persons hired to work on special projects or assignments with the understanding that such work will be completed within a specified period of time. When the need arises, the Town may hire employees for a temporary period or contract out and may use a temporary staffing contract service or agency independent of the Town. PST Employees do not become regular employees as a result of the passage of time. PST Employees are not eligible for the benefits described in this Manual.

D. “Full-Time Temporary” Employees. “Full-Time Temporary” employees, at the time of employment, are expected to work one year or longer.

E. Exempt/Nonexempt Employees. Exempt employees are those employees who are exempt from earning overtime compensation; nonexempt employees are those employees eligible for overtime compensation in accordance with the provisions of applicable wage and hour laws. Overtime compensation requirements are set forth in the Section 4 of this Manual entitled “Hours of Work, Overtime, and Pay Day”. The employment positions of the General Manager, Assistant General Manager, Finance Manager, Parks and Landscape Manager, and Water and Wastewater Manager are exempt. Other positions may or may not be exempt, and the status of the employee in that position will be established at the time of hiring, depending on the duties and responsibilities of the position.

F. Hiring Powers. The General Manager and Legal Counsel are hired by and serve at the pleasure of the Board. All other employees of the Town are hired by and serve at the pleasure of the General Manager, subject to this Manual and Board approval of the authorized position schedule. The authorized position schedule is located within the Town’s annual budget.

Section 1.2. Employee Benefits. Regular Full-Time Employees will receive the following benefits:

A. Medical Benefit. The Town provides medical coverage to its eligible employees and their dependents. Contact Human Resources for available plans and details.

B. Ancillary Benefits. The Town provides vision, dental and supplemental life insurance to eligible employees and their dependents. Life insurance and Employee Assistance Program is provided to eligible employees. Contact Human Resources for available plans and details.

C. Additional Benefits at Employee Cost and Election. At employee expense, the Town makes available AFLAC insurance, Flexible Spending Account and 457b retirement. If an employee declines medical insurance the Town will contribute \$250 per month into the employee's 457b account (this is not subject to vesting). Contact Human Resources for details.

D. 457b Retirement. An employee may participate in the Town's 457b retirement plan. Annually, the Town may authorize an employee contribution match up to a predetermined amount. Employees after completion of their first year of employment will vest 33% in the Town match, vest 66% after completion of year two, and be fully vested in the Town match after completion of three years of employment. Not subject to match is the Town's contribution of \$250 in lieu of medical insurance. Contact Human Resources for details.

DRAFT

ARTICLE 2 HOLIDAYS AND TIME OFF

Section 2.1. Holidays. The Town observes the following holidays:

New Year's Day, January 1st
President's Birthday, the third Monday in February
Memorial Day, the last Monday of May
Independence Day, July 4th
Labor Day, the first Monday in September
Thanksgiving Day, the fourth Thursday of November
Friday Following Thanksgiving, the fourth Friday of November
Christmas Eve, December 24th
Christmas Day, December 25th
Winter Closure* (12/26 – 12/31)
Floating Holiday

* The Winter Closure are those four weekdays beginning December 26 up to and including December 31st of each year. Employees are required to take one of the following during the Closure: administrative time, floating holiday or vacation day. The Winter Closure only applies to non-essential personnel.

A. Eligibility. Unless otherwise provided in this policy, all regular full-time employees will receive holiday time off with pay at their normal base rate unless otherwise provided in this Manual. Part-Time Seasonal Temporary Employees are not eligible for paid holiday benefits with the exception of a "Full-Time Temporary" employee who, at the time of employment, is expected to work for one year or longer will also receive paid holiday benefits. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

B. Holidays and Weekends. Holidays are to be taken on the day they occur. Holidays which fall on Saturday will be observed the preceding Friday, and those which fall on Sunday will be observed the following Monday. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.

C. Pay In Lieu of Time Off. The Town may, in its sole discretion, require some or all employees to work on Town-observed holidays, in which case the Town will provide pay in lieu of time off.

Section 2.2. Vacation Policy. The Town provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The Town believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the Town personally satisfying.

A. Vacation Accrual. All regular full-time employees, whether exempt or nonexempt, are eligible to accrue vacation benefits based on their continuous service, measured from the date of hire. A "Full-Time Temporary" employee, who, at the time of employment, is expected to work one year or longer, is also eligible to accrue vacation benefits. "Continuous

length of service” is defined as service that is uninterrupted by termination of employment and subsequent rehire by the Town or a break in service that has been bridged. No more than 5 days of vacation may be taken during the first year of service, unless otherwise permitted by the General Manager. Vacation accrues according to the following schedule:

Years of Continuous Service	Vacation Accrual
Date of hire through fifth year	10/12 of one day for each full month worked up to a maximum of 10 days (80 hours) per year.
Sixth year through tenth year	15/12 of one day for each full month worked up to a maximum of 15 (120 hours) days per year.
Eleventh year and thereafter	20/12 of one day for each full month worked up to a maximum of 20 (160 hours) days per year.

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 7, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discuss Cancellation of the December 2, 2020 Regular Board Meeting and Internal Operations Committee Meeting.

Recommended Action

- 1) Internal Operations Committee make recommendation to the Board to cancel the December 2, 2020 Regular Board Meeting.
- 2) Cancel the December 2, 2020 Internal Operations Committee Meeting.

Executive Summary

This year the first Regular Board Meeting in December falls on the next Wednesday after the Thanksgiving holiday. Staff normally prepares, finalizes, and posts the Regular Board Meeting Agenda on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the Meeting. Staff recommends that the December 2, 2020 Regular Board Meeting be cancelled.

Staff also recommends that the Internal Operations Committee Meeting for December 2, 2020 be cancelled for the same reason. If requested by the Committee, a Special Internal Operations Committee Meeting can be arranged for December 16, 2020 or another time convenient to the Committee.

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: D-2