



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
TUESDAY, FEBRUARY 21, 2017  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 3:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Standing Committee Board Members**

*Chair Kevin Graves  
Vice-Chair Robert Leete*

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 3:05 p.m. – By General Manager Davies
2. Roll Call – All present

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

None

**C. APPROVED MINUTES**

None

**D. DISCUSSION ITEMS**

1. Establish Bylaws for the Internal Operations Standing Committee.
  - Bylaws established.
2. Establish Internal Operations Standing Committee Chair.
  - Internal Operations Standing Committee Chair and Vice-Chair established – Chair Graves and Vice-Chair Leete.
3. Discuss Committee Calendar and set Internal Operations Standing Committee meeting dates.
  - Internal Operations Standing Committee meeting scheduled quarterly for the second Thursday beginning at 4:00 p.m.
4. Discuss Safety Assessments.

There was discussion regarding the Du-All Safety annual inspection for all facilities that will take place Tuesday, March 7, 2017, addressing items that needed to be repaired etc.

  - Out of Service Moles – not secure and need to be cleaned.
  - Send report to Committee Members via email to review before the next committee meeting.
5. Update on Air Conditioning System at the District Office

There was discussion regarding the Air Conditioning at the District Office – reason for delay is the permit needs to be issued by the State rather than the County.
6. Briefing on Policy Update/

There was a discussion regarding the Policies – policies will be reviewed and updated. There was further discussion regarding a message board policy.
7. Briefing on Job Classification Studies.

There was discussion regarding Job Classifications and the need for formatting and organization internally.

The discussion continued regarding the message board and getting Legal involved with the decision for the use with other entities.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

1. Results of the annual Safety Assessment.
2. Review the Audit prior to the March 15, 2017 Regular Board meeting presentation.

**F. ADJOURNMENT**

1. The meeting adjourned at 3:29 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-27-17

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