



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
THURSDAY, AUGUST 10, 2017
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**

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. APPROVED MINUTES**
1. May 4, 2017 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion related to a Claims Policy.
 2. Discussion related to the Employee Probationary Period.
- 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



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
THURSDAY, MAY 4, 2017
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**

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 Graves
 2. Roll Call – All present
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None
- C. APPROVED MINUTES**
1. February 21, 2017 Internal Operations Committee DRAFT meeting minutes - Approved
- D. DISCUSSION ITEMS**
1. Discussion related to the revised Job Descriptions.
Executive Assistant Heidl – Provided the details regarding the revised Job Description related to the reformatting. There was discussion related to the formatting of the job descriptions.
 2. Discussion related to Grant Writing.
Executive Assistant Heidl – Provided the details regarding Grant Writing consultants related to the pricing, references, and grant opportunities. There was discussion related to the Grant Writing consultants and the need to research grants for project funding. Grant Writing details will be part of the Board agenda under General Manager's Report.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- District Office Relocation
- The regular Internal Ops meeting adjourned at 4:23 p.m.
- F. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**
(Government Code Section 54957.7)
Chair Graves – The Internal Operations Committee is now adjourning into closed session regarding item G-1.
- G. CLOSED SESSION:**
1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Michael R. Davies
Unrepresented Employee: All TODB Employees
- H. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**
(Government Code Section 54957.1)
Chair Graves – Reporting from Closed Session on item G-1 and there is no reportable action.
- I. ADJOURNMENT**
1. The meeting adjourned at 4:32 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-05-17

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



Town of Discovery Bay

Program Area: Board	Policy Name: Claims Policy and Procedure	Policy Number: 027
Date Established: June __, 2017	Date Amended: N/A	Resolution: 2017-

ARTICLE I

NAME

This policy shall be known as the Town of Discovery Bay Community Services District ("District") Claims Policy and Procedure.

ARTICLE II

POLICY BACKGROUND AND APPROPRIATE RESPONSES

The District is self-insured as part of a cooperative insurance group, the Special District Risk Management Authority ("SDRMA"). This insurance is for liability only and the District does not carry any form of medical insurance for members of the public, including participants in District services, programs and activities.

A. When an accident or incident occurs, employees should:

1. Stay calm and assist any injured or upset individuals;
2. Contact emergency personnel if appropriate (do not transport injured parties in a District or personal vehicle);
3. Collect information by taking photographs, writing down observations, the names of involved parties, license plate numbers, witness information, police report numbers, and so on;
4. Only discuss details of the accident/incident with his/her supervisor, the police, SDRMA or SDRMA's 3rd Party Administrator and District Legal Counsel.

B. At no time are employees to assign or admit any responsibility or liability for any actions or on behalf of the District. Employees may not make promises to anyone, except that the situation will be investigated by the District. Statements NOT to make include:

1. "It was my/our fault."
 2. "I knew this was going to happen."
 3. "The District will take care of everything."
- C. It is appropriate to express concern and sympathy, but not to the extent it comes across as accepting blame.
- D. Statements that are acceptable include:
4. "I am sorry you were hurt/injured/lost [whatever it is]/ or you feel that way."
 5. "What can I do to help you?"
 6. "Is there someone we can call for you?"

ARTICLE III

INQUIRIES REGARDING HOW TO FILE A CLAIM

During or immediately following an accident or incident, employees may be approached regarding the possibility of filing a claim against the District. These informational inquiries can be done in person, by phone, by letter or email, or by a third party, however, all submissions of a claim must be made in writing. Employees should respond that there are two ways to make a claim, if someone believes the District is responsible for their injury or loss.

ARTICLE IV

TO FILE A CLAIM

One of the two following methods must be followed:

1. Claimant sends a letter addressed to the General Manager (at 1800 Willow Lake Road Discovery Bay, CA 94505) that includes the following:
 - Name and address of claimant
 - Date, place and circumstances of the occurrence or action which caused damage, injury, or loss
 - General description of the indebtedness, obligation, injury, damage, or loss incurred, so far as it may be known at the time of the presentation of the claim
 - Name(s) of the employee(s) or witnesses involved with or having knowledge of the accident/incident, if known
 - The amount claimed, as of the date of the presentation of the claim, including an estimate of any future amount, including a statement about the basis of the computation of the amount claimed
 - Signed and dated by the person making the claim, or another person, on their behalf
2. Claimant submits a completed District Claim Form (attached as Exhibit 1). NOTE: The District Claim Form may also be used by District Employees for accidents or injuries.

ARTICLE V

PROCESSING A SUBMITTED WRITTEN CLAIM

When accepting a claim letter or form, employees are not to: comment on or evaluate the information provided; agree to or promise anything (except that the District will investigate their claim and they will be notified); or speculate on the possible outcome. The employee accepting the claim letter or form shall write the day's date, their own name, and submit it to the General Manager's office the same day.

Once a claim letter or form is received, and depending on the situation, the District may respond to the claimant with a letter stating that the District has received the claim and that the District is investigating it.

ARTICLE VI

GATHERING INFORMATION

Claims will be investigated by assigned District staff, in conjunction with the District's Risk Administrator, the General Manager, SDRMA and/or the District's Legal Counsel. Information to be collected may include, but is not limited to: Accident/Incident Reports; photographs; observations; District records and reports; police reports; and, written statements from witnesses and other relevant parties.

ARTICLE VII

FORWARDING POTENTIAL CLAIM INFORMATION

Assigned staff will forward any accident or incident information to SDRMA and the District's Legal Counsel. This should be done as soon as possible.

ARTICLE VIII

DETERMINING THE COURSE OF ACTION

The General Manager, in consultation with SDRMA and/or the District's Legal Counsel, may determine the course of action, on claims of \$50,000 or less. For claims over \$50,000, the Board of Directors, in consultation with the General Manager, the District's Legal Counsel, and SDRMA, may determine the course of action during a closed session Board Meeting.

After the initial investigation of a claim, the claim may be:

1. Accepted, by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims of more than \$50,000
2. Deemed denied by operation of law after 45 days

3. Denied by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims greater than \$50,000
4. Submitted to SDRMA or Legal Counsel for further discussions and resolution of the matter with the claimant

ARTICLE IX

NOTIFYING THE CLAIMANT

The claimant, or a party representing the claimant, will be notified in writing if a claim is denied or “deemed denied”, via the U.S. Postal Service. If a claim is accepted, SDRMA or their Third Party Administrator will contact the claimant and negotiate a settlement.

ARTICLE X

THIRD PARTY REPRESENTATION OF THE CLAIMANT

All Claimants who are represented by a third-party must provide an authorization letter indicating that the third party is authorized to represent the claimant and that the third-party is authorized to act on behalf of claimant and receive information related to the claim. No information should be provided to any third party without an authorization letter from the claimant.

ARTICLE XI

TIME FOR FILING CLAIMS

CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)

ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)